



Request for Proposals (RFP)
Commercial Appraisal of the
Former Blaine Manor Property

Prepared by:
Blaine County Administrator's Office
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Introduction and Purpose of the RFP

The Blaine County Board of Commissioners (the Board) seeks proposals from an individual or firm to provide a commercial market value opinion appraisal for the County-owned property known as Blaine Manor. The Board requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective and quality professional service to the County.

Requirements

- Current Idaho License: State Certified General Real Estate Appraiser
- Current Credentials: Member, Appraisal Institute (MAI)
- Insurance coverage in the minimum amounts specified below:
 - Professional liability insurance coverage in the minimum amount of \$1,000,000;
 - Automobile liability in the minimum amount of \$1,000,000;
 - Commercial general liability in the minimum amount of \$1,000,000; and
 - Workers' compensation insurance as required by Idaho statutes.
- Comply with all applicable State of Idaho and Uniform Standards of Professional Appraisal Practice (USPAP) standards and rules

Scope of Work

Property - former hospital and skilled nursing facility (commonly known as the Old County Hospital and Blaine Manor) located at 706 S. Main St., Hailey, Idaho consisting of approximately 2.74 acres and related improvements.

Type of Appraisal - Market Value Opinion

Data Collection - subject property, comparable properties, and relevant market data

Appraisal Report Content:

- Description of data collected
- Market analysis, including social, economic, governmental, and environmental factors
- Determination of Highest and Best Use
- Site Value Opinion
- Application of each of the following valuation methods to reach a specific indication of value (rather than a range):
 - Replacement Cost
 - Sales Comparison
 - Income Capitalization (Discounted Cash Flow) (DCF)
- Final Opinion of Value (reconciling the various specific indications of value)
- Certification (of all required USPAP items)
- No limiting conditions unless approved in advance by Blaine County

Type of Report:

Provide quotes for each of the following types of reports:

- Self-Contained
- Summary

Due Date of Final Report: May 8, 2015

Appraiser will be required to:

- Collect, verify, analyze and report both general and specific data relevant to estimating the subject property's market value.
- Inspect the subject property to the extent required by the scope of work, after giving the property representative an opportunity to accompany the appraiser.
- Investigate surrounding neighborhood to learn about land uses, market area, and potential sales.
- Research applicable government records to determine zoning or potential for rezoning.
- Adhere to the various administrative requirements of the County.

Response to the RFP

Interested firms must submit six (6) bound original proposals to the Blaine County Administrator.

Proposals shall consist of the following sections, in the following order:

- **Company Information**

- Company Legal Name:
- Mailing Address:
- County/State/Zip:
- Phone:
- Email:
- Printed Name:
- Title:
- Signature:

- **Company Background and Experience**

Provide a concise description of the company, including origin, background, current size (both financially and staffing), and general organization.

List project experience, currently in progress or completed, comparable to this RFP, as follows:

- List projects involving key team members proposed
- List projects in date order with newest projects listed first
- List a maximum of 10 relevant projects

For each project listed, include a brief description, the date the services were performed, type of report issued, valuation method(s) used, name, address and phone number of the owner's representative having knowledge of the firm's work, the contract dollar amount and total time period involved.

- **Key Team Member(s) and Experience**

Provide the following information for all key team members to be assigned specifically to this project.

- Name:
- Professional Certifications:
- Idaho Appraiser License Number:

- Relevant Academic Degree(s):
- Number of Years with Current Firm:
- Availability to provide Services:

- **Project Understanding and Approach**

The proposal shall describe the firm’s understanding of the Project objectives and describe a proposed project approach. Project approach shall include the following elements:

- Management
- Execution of the Work
- Schedule
- Cost Control
- Support needed from County

- **Cost**

Provide pricing (including all fees and costs) for the following types of reports:

- Self-contained report
- Summary report

Specify any payments required prior to delivery of the final report.

Evaluation Criteria

Evaluation criteria include, but are not limited to, the following:

- Firm’s experience in providing similar services for similar local projects
- Key Team Members’ qualifications, certifications, abilities and availability
- Project understanding and approach
- Pricing
- Utilization of local firms

Evaluation scores are from 1 (lowest) to 10 (highest).

Evaluation Criteria	Evaluation Score (1-10)
1. Firm’s experience in providing similar services for similar projects	
2. Key Team Members’ qualifications, certifications, abilities and availability	
3. Project understanding and approach	
4. Pricing	
5. Utilization of local firms	
Total Score	

Evaluation Process

The Board will perform evaluations and make a selection based on consensus. Evaluations will focus on identifying relative strengths, weaknesses, deficiencies and risks associated with the firm's proposal. Interviews with firms are not anticipated, but may be held at the option of the Board. The Board reserves the right to obtain clarification or to obtain additional information with any firm in regards to its proposal. The Board reserves the right to select a responsive, responsible firm(s) on basis of "best value" that is most advantageous to the County. All firms who submit proposals will be notified of the selection results. Final approval of any selected firm is subject to the action of the Board to award a contract.

Selection Process

The company or organization selected by the Board at the conclusion of the evaluation process will be asked to meet with the Board and/or staff to discuss finalizing a plan to accomplish the stated goals of the proposal. If no agreement is reached between the County and the selected company or organization the Board and/or staff may meet with the company or organization with their second choice for the purpose of finalizing a plan to accomplish the stated goals of the proposal.

Questions

Questions regarding this RFP shall be submitted in writing by e-mail to the Blaine County Administrator. Verbal questions will NOT be accepted. Questions will be answered by posting both the questions and answers to the Blaine County website; accordingly, questions must NOT contain proprietary or confidential information. Blaine County does not guarantee that questions received after March 26, 2015 will be answered. To access to Blaine County's website, go to www.blainecounty.org. Click on Blaine Manor Commercial Appraisal RFP to view information related to this RFP.

Timeframe

The timeframe for this RFP is as follows:

March 11, 2015 – RFP sent out by Blaine County
March 23, 2015 – Site visit for all interested parties
March 26, 2015 – Last date to submit questions to Blaine County
March 30, 2015 – Last date to submit response to RFP
March 31, 2015 – RFP submissions opened by Board of Commissioners
April 14, 2015 – RFP evaluation results provided by Blaine County

Contact Information

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Confidentiality

All information included in this RFP is subject to disclosure according to the Idaho Public Records Law contained in Idaho Code §§ 9-337 through 9-350. If you provide trade secrets,

production records, appraisals, bids, or proprietary information please mark clearly that confidential business information.

Disclaimer

THIS IS A REQUEST FOR PROPOSALS (RFP) ONLY. It is intended to identify potential independent contractors who can provide commercial appraisal services for Blaine County. The information provided in this RFP is subject to change and is not binding on Blaine County. The County has not made a commitment to procure any of the items discussed, and release of this RFP should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become County property and will not be returned.