

**DRAFT**

EXHIBIT A

REQUIREMENTS

HIDALGO COUNTY  
REQUEST FOR QUALIFICATIONS

REAL ESTATE APPRAISERS  
(Including all Funding Sources, Programs and Entities)

RFQ No: 2009-029-01-14-otm

**DRAFT**

The County of Hidalgo will be accepting Statements of Qualifications from qualified state of Texas registered Real Estate Appraisers (firms) in order to establish a pre-qualified pool on an "AS NEEDED BASIS" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements.

Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Appraisers will be for a period ending February 8, 2010.

The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of "REAL ESTATE APPRAISERS -HIDALGO COUNTY" (Including all Funding Sources, Programs and Entities) as specified herein. Statements of qualifications will be accepted until 9:30 A.M., Wednesday, JANUARY 14, 2009 . ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: RFQNO. 2009-029-01-14-otm - "REAL ESTATE APPRAISERS-HIDALGO COUNTY".

Deliver Submittal to:

RFQ Number: 2009-029-01-14-otm

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department

US Postal Mail/Courier Address

2812 S. Business Hwy. 281  
Hidalgo County New Administration Bldg.  
Edinburg, Texas 78539

Physical Location

2802 S. Business Hwy. 281  
Hidalgo County New Administration Bldg.  
(Southeast of Canton Rd. & Business 281)  
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFQ Number, Name and Acceptance Date.

The following outlines the Request For Qualifications:

**SECTION I GENERAL TERMS AND CONDITIONS**

ADDITIONAL INFORMATION: Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail/Courier Address

2812 S. Business Hwy. 281  
Hidalgo County New Administration Bldg.  
Edinburg, Texas 78539

Physical Location

2802 S. Business Hwy. 281  
Hidalgo County New Administration Bldg.  
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Edinburg, Texas 78539

**WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, JANUARY 07, 2009, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, JANUARY 09, 2009.

**TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**DISCLOSURE OF CONFLICT OF INTEREST:**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (“the CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor’s affiliation of business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk’s Office located at 100 No. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

**PROPOSER’S AFFIDAVIT:** Respondents to this RFQ must submit a signed Proposer’s Affidavit (attached herein in Exhibit “D”) certifying that the submissions is (1) not the result of Collusion as described in the Proposer’s Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer’s Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer’s Affidavit.

**NON-DISCRIMINATION:** Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:** Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF RFQS:** Hidalgo County’s Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor’s ability.

**SUBMITTER DEFAULT:** Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:** It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or request for qualifications procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**RFQ DELIVERY:** Hidalgo County requires submitters, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ off.

**SIGNING OF QUALIFICATIONS:** In order to be considered all submittals must be signed. Please sign the original in blue ink.

**WAIVING OF INFORMALITIES:** Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:** The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

**TERM OF POOL:**

The pool term is for a period ending February 8, 2010, or upon completion of project(s) unless project specific for more than one (1) year.

**DAVIS BACON ACT:** All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing project specifications.

## SECTION II RFQ REQUIREMENTS

**Request For Qualifications:** The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of one (1) original and seven (7) copies of the RFQ shall be submitted to the address on the cover letter.

**Understanding of Project:** This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues of concerns. This description should be concise, candid, and limited to 3 pages in length.

**Firm Qualifications:** The County of Hidalgo is seeking to contract with a competent Appraisal firm(s), registered and licensed to practice in the State of Texas, that has/have had experience in, but not limited to, the following areas:

**A. Scope of Appraisal Services:**

1. Property appraisals will be based on "Fair Market Value" unless otherwise specified or requested. Two copies of the appraisal report shall be bound, clearly labeled and signed by the primary certified appraiser and any other certified appraiser and /or licensed trainee which aided in the process. Four additional copies will be furnished.
2. All photographs used within the report must be originals. No digital photos shall be used for subject property. Digital photos shall only be used comparable sales. All adjustments to any comparable sales must be clearly explained in a narrative format. All comparable sales must be with a two year time frame. If any sales which have occurred prior to the two year limit, they just be clearly explained and added to the conventional three comparable sales typically used in the appraisal process.
3. Current location maps of the subject property including, area regional, plat and flood maps must be included and clearly labeled for the subject property.
4. All reports shall be a "Self Contained Narrative Report" unless otherwise requested and shall follow the 1999 Uniform Standard of Professional Appraisal Practice (USPAP) rules and regulations. Each appraisal report must be physically inspected, photographed, and personally

signed by the primary-general certified appraiser of the firm. Appraiser trainees may aid in the collection of the information, however, all analysis and conclusion must be performed by the primary - general certified appraiser.

5. Appraisal reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.

**Additionally, this section should include, but not restricted to the following information:**

- A. Firm name, address, phone number and person to contact regarding the Statement of Qualification.
- B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities. This should also include the following information:
  1. Copy of current license certification with the state seal
  2. History certification from the Texas Appraiser Licensing & Certification Board.
  3. General list of property types appraised within the past year.
- C. List of State references including the name, address and phone number of the person most closely associated with the firm's prior project performance.
- D. Ability to commence services immediately after successfully negotiating a contract for services.
- E. Familiarity with the geographical area.
- F. Statement regarding an Affirmative Action Program.
- G. Minimum of \$1,000,000.00 Professional liability, errors and omissions, insurance.

**PERSONNEL AND STAFFING:**

The firm should provide an organizational chart for the project and the summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

**REQUIRED CERTIFICATIONS AND SUBMITTAL:**

This section will contain any licenses, certifications and assurance as required by the FEDERAL HIGHWAY ADMINISTRATION, the STATE OF TEXAS, HIDALGO COUNTY, LOCAL MUNICIPALITIES, etc. The Appraisers should include copies of their Professional Liability Insurance.

**PROPOSERS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:** The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001), et seq. Once selected, proposer is to provide a fee proposal for the following scope of work.

**NUMBER OF COPIES TO BE SUBMITTED:** Hidalgo County requires one (1) original submittal and seven (7) copies.

**SELECTION / EVALUATION PROCESS:**

The evaluation system consists of a 100-point system. The firms will be ranked after evaluation on a per project basis upon approval of roster by Hidalgo County Commissioners' Court. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined below, and will be scored on the scales shown on the enclosed "RFQ Evaluation Form".

The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1. Responsiveness:
  - A. Requested Information
  - B. Thoroughness
  - C. Understanding of Project
  - D. List of references provided
  - E. Clarity - Brevity
  - F. Degree of Interest
  
2. Firm Capabilities:
  - A. Background
  - B. Relevant experience
  - C. Experience with similar projects
  - D. Knowledge of area
  - E. Timeliness of schedule
  - F. Quality services previously provided to Hidalgo County
  - G. Current workload
  - H. Ability to commence various re-requested projects simultaneously
  - I. Completion of projects within budgets
  
3. Staffing:
  - A. Required discipline skills
  - B. Key personnel
  - C. Qualifications of personnel
  
4. Equal Opportunity Employer
  
5. Meets minimum Hidalgo County Insurance Requirements

**STATEMENT OF QUALIFICATIONS RANKING:**

Department Committees will evaluate and rank the written RFQs on a per project basis upon approval of Roster by Hidalgo County Commissioners' Court. After the RFQs have been ranked, the department will make a recommendation to Hidalgo County Commissioners' Court.

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**Negotiation Process:** If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFQs.

**RFQ SUBMITTED TO:** An original and seven (7) copies of RFQs should be submitted to:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department

**US Postal Mail/Courier Address**

2812 S. Business Hwy. 281  
Hidalgo County New Administration Bldg.  
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**Physical Location**

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RFQs must be submitted by **no later than 9:30 a.m. on Wednesday, JANUARY 14, 2009.**

**All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.**

**DRAFT**

**EXHIBIT B**  
**SELECTION CRITERIA**

**HIDALGO COUNTY**  
**REQUEST FOR QUALIFICATIONS**

**EXPANSION OF**  
**APPRAISING SERVICES**

**RFQ No. 2009-029-01-14-otm**

RFQ Evaluation & Scoring Criteria

The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1.	Responsiveness:	Total Points Possible	30 points
	A. Requested Information		
	B. Thoroughness		
	C. Understanding of Project		
	D. List of references provided		
	E. Clarity - Brevity		
	F. Degree of Interest		
2.	Firm Capabilities:	Total Points Possible	45 Points
	A. Background		
	B. Relevant experience		
	C. Experience with similar projects		
	D. Knowledge of area		
	E. Timeliness of schedule		
	F. Quality services previously provided to Hidalgo County		
	G. Current workload		
	H. Ability to commence various re-quested projects simultaneously		
	I. Completion of projects within budgets		
3.	Staffing:	Total Points Possible	15 Points
	A. Required discipline skills		
	B. Key personnel		
	C. Qualifications of personnel		
4.	Equal Opportunity Employer	Total Points Possible	05 Points
5.	Meets minimum Hidalgo County Insurance Requirements	Total Points Possible	05 Points
		Grand Total	100 Points

Real Estate Appraisers - Hidalgo County  
RFQ No. 2009-029-01-14-otm

**RFQ EVALUATION FORM**

<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
1. Responsiveness:	30	_____
Comments/Rationale For Points: _____		
_____		
2. Firm Capabilities:	45	_____
Comments/Rationale For Points: _____		
_____		
3. Staffing:	15	_____
Comments/Rationale For Points: _____		
_____		
4. Equal Opportunity Employer	05	_____
Comments/Rationale For Points: _____		
_____		
5. Meets minimum Hidalgo County Insurance Requirements	05	_____
Comments/Rationale For Points: _____		
_____		
<b>Total Score</b>		_____

**Provider:** \_\_\_\_\_  
**Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_