

County of Grundy

Request for Proposals

Property Appraisal of Residential Properties

The County of Grundy is working with the Illinois Emergency Management Agency and the Federal Emergency Management Agency to implement a program designed to help the owners of properties that have a history of flooding by acquiring and demolishing the properties to eliminate the risk of future flood damages. The County of Grundy intends to procure a State board certified or state licensed appraiser to complete the appraisals of these properties. The County of Grundy estimates the number of properties to be appraised at three (3) residential structures.

SCOPE OF WORK

The scope of work consists of approximately three (3) residential properties. Please keep in mind that the buyout is a voluntary program and the number of appraisals could change. However, this is the scope of work at this time.

QUALIFICATIONS AND METHOD

The following stipulations must be used in the appraisals:

1. The County of Grundy is procuring the appraisal services. The appraisals will only be conducted by scheduling the appraisal with the permission of each property owner. The appraisals are to be provided to the County of Grundy in sets of two originals for each property. Appraisals will be used by the County to make an offer decision to each property owner. Any requests for copies of these appraisals must be made directly to the County of Grundy.
2. An Illinois State board certified or licensed appraiser must make all appraisals. (Internal & external – no windshield appraisals).
3. All appraisals must be on Freddie Mac or similar appraisal forms. Narrative only appraisals are not acceptable.
4. Appraisals for all properties must be made by parcel of land, even if there are multiple lots on a parcel and identified by parcel identification.
5. All properties must be evaluated in a “pre-flood” condition as of the date of the flooding event. The date to be used for the “pre-flood” value is April 1, 2013.
6. The appraiser must use a sales comparison approach for all appraisals. This approach must be used even if a subject property produces income for the owner.
7. The appraiser must be able to substantiate the values used for the sales of all comparables with documentation of sales if requested by the County of Grundy.
8. Comparables in the general area of the County of Grundy are acceptable; as long as adjustments are made up or down to reflect the differences in property values when the comparables are not located in the immediate vicinity of the County of Grundy.

9. Site value adjustments absolutely must be made for any comparables that are not located in a floodplain when the subject property is located in a floodplain. Other adjustments for lot size, improvements, basements, etc. will be made as usual.
10. The estimated site value must be shown clearly somewhere on the appraisal in addition to the indicated value by sales comparison approach/Fair Market Value (FMV). Any kitchen equipment (i.e., refrigerator) that is typically moved by the occupant upon departure should not be included in the final value of the property.
11. All appraisals must show clearly the estimated Fair Market Value (FMV).

The selected appraiser will be responsible for contacting each property owner to schedule the appraisal and gain access. Contact names and telephone numbers of property owners will be provided by the County. Completed appraisals should be submitted to the County as they are finished.

TIME FRAME

Please include an estimated time frame for the completion of these appraisals following the award of an appraisal services contract. Timing will be given consideration in the selection of a firm.

VOLUNTARY BUYOUT PROGRAM – NUMBER OF APPRAISALS MAY VARY

The Residential Flood Buyout Program is strictly voluntary to property owners; thus, any property owner may withdraw their application at any time. As a result, the actual number of appraisals needed could vary downward from the current three (3). The County will pay for all appraisals conducted, but will not order appraisals for those property owners who withdraw. Thus, the appraisal bid should be on a unit basis. The County will pay for all appraisals actually conducted.

BID SUBMITTAL

Since it is possible the number of properties may change (reduce) through the attrition of flood buyout applicants, please submit bids on a unit basis. Please total your fees at the bottom, for all three (3) residential properties.

Please address each of the following within your bid package:

1. State of Illinois Board Appraisal Certification or Licensed
2. Licensed to conduct business in the State of Illinois
3. Specialized experience and technical competence of the firm
4. Past record of performance of the firm with respect to factors like accessibility to clients, quality of work, and ability to meet schedules
5. The firm's proximity and familiarity with the Grundy County area
6. List of references for related work within the past five (5) years

Interested firms should submit a sealed bid to:

Re: Residential Flood Buyout Appraisal
County of Grundy
Attention: Grundy County Emergency Management Agency
1320 Union Street, Room #-01
Morris Illinois 60450

To be considered, bids must be received by Thursday, October 13, 2016 at 2:00 p.m. Bids will be opened Thursday, October 13, 2016 at 2:00 p.m. in the Conference Rooms 1 & 2 at the Grundy County Administration Building; 1320 Union Street, Morris, Illinois 60450.

The County reserves the right to reject any and all bids. The County of Grundy is an Equal Opportunity Employer and invites the submission of bids from minority and women-owned firms. Questions regarding this Request for Proposals shall be made to Grundy County Emergency Management Agency Director at (815) 941-3212.

MEANS OF SELECTION

The County will select the lowest or best bid, subject to approval by IEMA program procurement regulations. The following items will be given priority weight when selecting an appraiser:

1. Licensed to conduct business in the State of Illinois and Illinois Board Certified or Licensed
2. Ability to complete project in a timely manner
3. Cost
4. The firm's proximity and familiarity with the area and real estate market
5. Past record of performance of the firm with respect to factors as accessibility to clients, quality of work, and ability to meet schedules
6. Specialized experience and technical competence of the firm
7. References for related work within the past five (5) years