



## **REQUEST FOR QUALIFICATIONS**

COUNTY OF FRESNO

APPRAISAL REVIEW SERVICES FOR VARIOUS ROAD, BRIDGE AND CAPITAL  
IMPROVEMENT PROJECTS

- SUBMITTALS:** One (1) copy must be received on or before 12:00 p.m., **Friday, August 5, 2022**. Statement of Qualifications must be submitted via e-mail to [DesignServices@fresnocountyca.gov](mailto:DesignServices@fresnocountyca.gov).
- ADDRESSED TO:** Mohammad Alimi, Design Engineer
- OFFICE ADDRESS:** Fresno County Plaza  
2220 Tulare Street, Suite 720  
Fresno, CA 93721
- MARK ENVELOPE:** "Statement of Qualifications – APPRAISAL REVIEW SERVICES"
- E-MAIL:** [designservices@fresnocountyca.gov](mailto:designservices@fresnocountyca.gov)

**STATEMENT OF QUALIFICATIONS (SOQ) RECEIVED AFTER THE TIME AND DATE STATED WILL BE CONSIDERED UNRESPONSIVE AND WILL BE UNOPENED.**

INQUIRIES: Written requests for clarification regarding the RFQ documents must be received by the County no later than 4:00 p.m., **Friday, July 29, 2022**, by e-mail to Department of Public Works and Planning, Design Division at [designservices@fresnocountyca.gov](mailto:designservices@fresnocountyca.gov).

ISSUANCE DATE: July 15, 2022

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- Attachment A: Consultant Evaluation Sheet
- Attachment B: Sample Appraisal Review Form
- Attachment C: Disadvantaged Business Enterprise (DBE) Forms
  - Notice To Proposers DBE Information (10-I)
  - Consultant Proposal DBE Commitment (10-O1)
- Attachment D: Disclosure Of Lobbying Activities
- Attachment E: Agreement Forms
  - Consultant Contract DBE Commitment (10-O2)
  - Debarment And Suspension Certification
  - Self-Dealing Transaction Disclosure

**PREFACE:**

This Request for Qualifications (RFQ) is to provide professional real property appraisal review services for road, bridge and capital improvement projects in the County of Fresno. **Consultants currently contracted with the County under Master Agreement for Appraisal Services, Contract No. P-20-273, dated June 17, 2020, are ineligible to respond to this RFQ.**

It is the intent of the County to enter into an agreement with one appraisal company to exclusively provide the professional services as described herein for a three (3) year term with two additional one-year extensions. However, the County reserves the right, at its sole discretion, to terminate this RFQ process or negotiations with a selected appraisal company and begin a new RFQ process. Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFQ, or to the selected company prior to Board of Supervisor approval of an Agreement.

**I. SUMMARY**

Fresno County Department of Public Works and Planning (Department) is seeking a qualified consultant to perform technical appraisal review services for various public works projects, including federally funded Caltrans Local Assistance Projects. The selected review appraiser will provide services as needed on:

1. Mountain View Avenue Shoulder Improvement Project from Fowler to McCall
2. Goodfellow Avenue Shoulder Improvement Project from E/O Channel to Reed
3. Mt. Whitney Avenue Road Reconstruction Project from Marks to Blythe
4. American Avenue Shoulder Improvement Project from Peach to Temperance
5. Various road, bridge and capital improvement projects on an as needed project-by-project basis

Each appraisal company submitting an SOQ is responsible for reviewing the attached Sample Agreement, with the understanding that the Final Agreement will be substantially the same as the Sample Agreement (Attachment A).

**II. ANTICIPATED SCHEDULE**

07/15/22	RFQ available on the Fresno County website
07/29/22	Deadline for submittal of RFQ questions, 4:00 P.M.
08/05/22	Deadline for submittal of SOQ, 12:00 P.M.
Week of 08/08/22	Selection Committee recommends most qualified firm and all firm(s) notified of results. Agreement sent to selected firm for signature
Week of 08/15/22	Selected firm submits signed final agreement for Department routing and approval
10/04/22	Board of Supervisors executes agreement
10/10/22	Letter of Approval and Agreement sent to Appraisal Firm

### III. SERVICES REQUIRED

The selected review appraiser will be required to perform technical appraisal reviews and is responsible for assurance of appraisal quality and completeness and accuracy of the value determination of appraisal reports prepared by the Department or a contracted appraiser and ensure they are based on sound appraisal theory and contain appropriate documentation to support the appraiser's conclusions. Appraisal reviews must be performed in accordance with the Uniform Relocation and Real Property Acquisition Policies Act, Caltrans Right of Way Manual, other state and federal regulations, and professional standards and best practices. The selected review appraiser must recommend an estimate of value for just compensation determination by the Department.

The selected review appraiser will perform appraisal reviews as needed on:

1. Mountain View Avenue Shoulder Improvement Project from Fowler to McCall
  - a. Partial acquisition anticipated from approximately 50 parcels (2023/2024)
2. Goodfellow Avenue Shoulder Improvement Project from E/O Channel to Reed)
  - a. Partial acquisition anticipated from approximately 25 parcels (2023/2024)
3. Mt. Whitney Avenue Road Reconstruction Project from Marks to Blythe
  - a. Partial acquisition anticipated from approximately 50 parcels (2023/2024)
4. American Avenue Shoulder Improvement Project from Peach to Temperance
  - a. Partial acquisition anticipated from approximately 10 parcels (2023/2024)
5. Various road and capital improvement projects on an as needed project-by-project basis over the term of the contract

The calendar year schedule and number of acquisitions provided for the specific projects is preliminary and is intended to provide a generalized scope for your planning. Specified projects could be re-scoped, canceled, or re-scheduled.

#### **Review Appraiser Consultants are required to possess:**

1. Certified Residential License for any 1-4 family property without regard to transaction value or complexity; and Nonresidential property with a transaction value up to \$250,000 **OR**
2. Certified General License for all real estate without regard to transaction value or complexity.

3. Minimum two (2) years' experience in reviewing appraisals for eminent domain purposes.
4. Successful completion of courses in the Uniform Relocation and Real Property Acquisition Policies Act.
5. Specific knowledge and experience appropriate for the proposed project, including effects of State Eminent Domain Law on the appraisal process.

**Review Appraiser Responsibilities under the Uniform Act:**

1. Confirmation of Analysis of Highest and Best Use, Damages, and Cost to Cure Damages.
2. Confirmation of valuation.
3. Confirmation of Calculations and Report Integrity.
4. Prepare signed statement certifying value of appraisal reviewed, including an explanation of the basis for recommendation.

Task orders for technical reviews will be issued as needed for the purpose of forming an opinion as to whether the analyses, opinions and conclusions in the appraisal report are appropriate and reasonable and that the appraisal complies with the Uniform Act, Government Code 7260 et seq., the requirements of Caltrans Right of Way Manual, and established appraisal review practices.

**IV. SERVICES PERFORMED BY THE COUNTY**

Services performed by the County shall include, but are not necessarily limited to, providing appraisal reports for review.

**V. SOQ SUBMITTAL REQUIREMENTS**

The Department will review each SOQ to determine the competence and qualifications of the appraisal company. Please provide the listed information in the following sequence:

1. Company name, address and phone number
2. Type of organization (sole-proprietorship, partnership, or corporation)
3. Company principals who will be responsible for the agreement, and their educational background, credentials and experience
4. Company qualifications, specifically addressing the licensure, education and experience requirements required to perform appraisal reviews

5. List the name and phone number of at least four additional client references
6. Fee schedule that includes a cost for technical reviews, pretrial conferences, depositions, court appearances, and all other necessary activities that may be required of you as the review appraiser for an Eminent Domain action.
7. Federal-Aid Provisions - Some of the proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment C – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Attachment C.
  - Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-O1). The local agency's contract DBE Goal is listed in Attachment C – Notice to Proposers DBE Information.
  - DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
8. Attachment D – Disclosure of Lobbying Activities (LAPM 10-Q) – include only if applicable.

**DO NOT SUBMIT MORE INFORMATION THAN REQUESTED IN THIS RFQ**

**VI. AGREEMENT FORMS AND INSTRUCTIONS**

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award. These forms and instructions are provided for the proposer in Attachment E.

- Consultant Contract DBE Commitment (10-O2)
- Debarment And Suspension Certification
- Self-Dealing Transaction Disclosure

**IX. EVALUATION**

Department staff will evaluate the provided SOQs and Fee Schedules and make a recommendation to the Fresno County Board of Supervisors on the selection of the appraisal company. The Department will assess each Statement of Qualifications based upon the criteria contained in Attachment A.

The County reserves the right to conduct a background inquiry of each proposer which may include collection of appropriate background history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a SOQ to the County, the proposer consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

**VIII. FEE DETERMINATION**

The term of the Agreement will be three years with two additional one-year extensions. Maximum total fee will be based upon Fee Schedule submitted with bid and the anticipated projects. Total fees paid to the appraisal company will be dependent upon the work authorized and the Fee Schedule provided. No guarantee is made that the total fee or any fee will be received by the appraisal company.