



REQUEST FOR PROPOSALS FOR APPRAISAL SERVICES

The City of West Plains is accepting proposals to select a Licensed General/Commercial Appraiser to provide comprehensive professional appraisal services for 16 properties, for the construction of 4 detention basins within the close proximity of the City limits of West Plains. All questions regarding this Request for Proposals (RFP) should be directed to Michael McMahon, Stormwater Technician, Planning Department at (417) 256-7170. Proposals shall be submitted by firms or individuals that have a capable and demonstrable background in regards to the Uniform Act. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, equipment, specialized consultants and financial resources to carry out the work without delay or shortcomings. The City intends to award a contract for appraisal services that will involve approximately 16 parcels of real property. The City reserves the right not to award any contract.

The scope of work is outlined in Section I, "PRELIMINARY SCOPE OF SERVICES," of this RFP, and the "SELECTION PROCESS" is outlined in Section II.

The proposals shall be submitted to Michael McMahon, City of West Plains, 1910 N. Holiday Lane, West Plains, MO no later than: 3:00 p.m. on Friday, March 6th, 2020. Each proposer shall submit two (2) sets of the proposal. (Michael.McMahon@westplains.net)

Section I.

PRELIMINARY SCOPE OF SERVICES

The scope of work for this contract will involve 16 parcels and a licensed surveyor will provide you maps showing detailed boundaries with legal descriptions. The construction of 4 detention basins with the use of EDA funds is being completed with the assistance of SCOCOG and the City of West Plains. It will be very important for the appraiser to handle calls from the City and SCOCOG, and complete tasks within a short time frame. The Uniform Act will be followed and the appraiser will need to work with the City negotiators if questions arise.

1. Appraisal of varied interests in real properties
2. 16 new appraisal reports
3. 4 basin locations all located near city limits
4. Responsible for inviting the property owners to be present at the time of appraisal
5. Provide sustained contact with the City and SCOCOG throughout the project as required
6. Review and analyze real property data
7. Properly follow the rules and regulations that are set forth in the Uniform Act
8. Appraiser may be responsible to explain to the land owner how the value of their property was determined
9. Appraiser will be responsible to work with the review appraiser in correcting any changes to their appraisal's if any occur.
10. Submit two (2) hard copy final full narrative appraisal reports to the City, also submit a digital file in PDF format

Section II.

SELECTION PROCESS

The selection process will weigh heavily on price but that will not be the only factor the items included below will be scored and a final selection will be made by the City of West Plains selection committee:

1. Cost of services 25pts
2. The experience of the firm with respect to commercial appraisal services 10pts
3. The ability to perform the appraisal in compliance with the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) 10pts

Scoring is based on a 45pts selection process all commercial/general appraisers must be certified or licensed by the Missouri Real Estate Appraisers Commission

Please see attached basin map, identifying all 16 parcels that will be affected by the construction of the 4 regional detention basins using funds provided by EDA.