

**REQUEST FOR QUALIFICATIONS
TO PROVIDE
REAL ESTATE APPRAISAL SERVICES**

Missouri Housing Development Commission



Response Deadline:

Four copies and one electronic copy on a CD-ROM to MHDC
no later than 4:30 p.m. on January 15, 2009

Submit Responses to:

Janell Thome
Director of Rental Production
Missouri Housing Development Commission
3435 Broadway
Kansas City, Missouri 64111
Phone: 816-759-6862

Section I: Introductory Information

Missouri Housing
Development
Commission:

The Missouri Housing Development Commission (“MHDC” or the “Commission”) was established in 1969 in order to increase the availability of decent, safe and sanitary housing at prices within the means of low- and moderate-income persons. The Commission is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Section 215.030, *et seq.*, of the Revised Statutes of Missouri, as amended and supplemented.

Through its rental production department, the Commission administers a variety of state and federal funding sources to finance the construction and rehabilitation of affordable rental housing for low-income Missourians. Funding is made available through a combination of issuing tax credits and tax-exempt bonds, providing grants, and making low-interest loans. Sources include the federal Low Income Housing Tax Credit, Missouri Low Income Housing Tax Credit, HOME Investment Partnership Program, federal Risk-Share insurance, and Affordable Housing Assistance Program, as well as the Commission’s own general fund balances. The Commission’s rental production activities are governed by the laws and regulations of each particular funding source as well as Commission policy.

Purpose of RFQ:

The purpose of this Request for Qualifications (“RFQ”) is to obtain statements of qualifications (“Responses”) from appraisers with expertise in the appraisal of multifamily rental properties. The Responses will be used to identify and retain a pool of qualified appraisers to serve the Commission’s future needs for determination of fair market value of existing and proposed multifamily properties in Missouri that either have been approved or are under consideration for financial assistance through various federal and state subsidy programs. This RFQ is the means for prospective appraisal service providers to submit their qualifications to be considered for inclusion in the Commission’s qualified appraiser pool.

Term of
Engagement:

The Responses selected for inclusion in the Commission’s qualified appraiser pool will be considered valid for two years with one additional one year extension option of the Commission, for a total up to three years.

Response Due Date: **January 15, 2009, by 4:30 P.M. Central time**

Submission of Responses: Four copies of the Response, along with one electronic copy on a CD-ROM, must be submitted by the Response Due Date noted above to:

Missouri Housing Development Commission
3435 Broadway,
Kansas City, Missouri 64111
Attn: Janell Thome
Director of Rental Production

Anticipated	Release RFQ	December 22, 2009
Timetable for RFQ	Responses Due	January 15, 2009
and Responses:	Staff Selection	February 12, 2009

MHDC reserves the right to extend the timeline for review and selection if needed.

Section II: Procedures and Instructions

- Questions: Questions regarding this RFQ should be directed to the Commission in writing by mail, phone, facsimile or electronic mail, as follows:
Janell Thome
Director of Rental Production
Missouri Housing Development Commission
3435 Broadway, Kansas City, Missouri 64111
(816)759-6862 (phone)
(816)759-6829 (fax)
jthome@mhdc.com
- Standards of Conduct: Please refer to the Commission's "Standards of Conduct" for information regarding contact with the MHDC Commissioners or staff in connection with this RFQ, necessary disclosures thereunder and other policies regulating the actions of interested parties, employees and commissioners during a competitive matter. The Commission's "Standards of Conduct" are available on MHDC's website at www.mhdc.com.
- Furthermore, pursuant to the Standards of Conduct, any Response under this RFQ shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. Questions regarding this requirement may be directed to the Commission's General Counsel, Bramwell Higgins, by phone at 816-759-6870 or email at bhiggins@mhdc.com.
- Modifications to Responses: Respondents may not modify or correct their Responses any time after the Response Due Date, except in direct response to a request from the Commission for clarification.
- Revisions to this RFQ: If it becomes necessary to revise or clarify any part of this RFQ, the Commission will provide an addendum to be posted on MHDC's website at www.mhdc.com and also be sent to each firm provided a copy of this RFQ.
- Expense of Preparation of Responses: The Commission is not responsible for any expense incurred in preparing and submitting a Response or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a Response.

Reservation of Rights: The Commission reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the Response, request additional information from any Respondent, reject any or all Responses, and waive any irregularities in any Responses.

Review and Selection Process: All Responses will be reviewed by MHDC staff, which will then make selections based on the criteria described herein. All Respondents will be notified of the result of the review process.

Public Records: Respondents to this RFQ should be aware that the Responses are public records under state law after the evaluation and selection process has been completed.

Section III: Scope of Services

The Commission is seeking to create a pool of qualified appraisers to perform one or more appraisals relating to affordable multifamily rental properties. Inclusion in the pool will only be granted on an individual basis. Firms may submit information on multiple appraisers for consideration, but blanket approvals will not be granted for entire firms. Appraisers in the pool will be invited to bid on specific appraisal opportunities. MHDC will generally expect requested appraisals to be completed within 30 days.

Appraisals requested may be land appraisals, real estate appraisals for general lending purposes, or real estate appraisals meeting the standards of specific government loan programs. As such, the appraiser may be asked to provide the following information:

- a. An opinion of the market value of a given property “as-is”, “as-repaired”, or “as-built”;
- b. Various market value conclusions, assuming either a development restricted by subsidy funding agreements or unrestricted; and
- c. An opinion of investment value that is comprised of the market value of the property as restricted by subsidy funding agreements, the value of favorable financing, and the value of any federal and state tax credits.

The appraisals must be developed and signed by an approved appraiser included in the pool and must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) adopted by the Appraisal Standards Board of the Appraisal Foundation in effect at the time of the appraisal.

In addition to USPAP reporting requirements, appraisals must contain the following items:

- a. Title page with sufficient identification of appraisal report
- b. Transmittal letter summarizing important assumptions and conclusion, value estimates, date of value, date of report, etc.
- c. Table of contents
- d. Summary of important data and conclusions
- e. Assumptions and limiting conditions
- f. Definition of Fair Market Value, as defined for federally-related transactions
- g. Definition and description of the market area
- h. Description of the subject property neighborhood
- i. Photos of the subject property and comparable properties
- j. Location map of the subject property and comparable properties
- k. Description of the development
- l. Previous sales history
- m. Architectural exhibits for new developments

- n. Description of improvements for rehabilitation developments
- o. Opinion of the highest and best use of the property
- p. Cost, market, and income approaches to value
- q. Final reconciliation
- r. Appraiser certification
- s. Appraiser qualifications
- t. Any forms required by the U.S. Department of Housing and Urban Development for Risk Share insurance.

Section IV: Structure of Responses

- A. Responses should be in a consistent and easily comparable format as established in this RFQ. Responses not organized as set forth in this RFQ may, at the Commission's discretion, be considered non-responsive. Responses should not refer to other parts of the Response in lieu of answering a specific question or provide references to filings or forms publicly available, including on the Respondent's website, in lieu of providing specific information in the Response.
- B. Each Response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the Respondent shall certify (i) that no elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the services specified in the RFQ, (ii) that the information included in the Response is true and correct to the best of its knowledge and (iii) that the person signing the transmittal letter is authorized to execute the Response on behalf of the Respondent.
- C. Responses should be organized in the same manner as the individual information request contained in Section VI: Response Details. Responses to each lettered question shall begin on a separate page (e.g., answers to Question B should begin on a separate page from the response to Question A).
- D. Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

Section V: Evaluation Criteria

The criteria used in evaluating the Responses will include, but are not limited to, the following (in no particular order of importance):

- (1) The location, extent and capabilities of the firm(s) represented by the Respondent in terms of offices and employees in Missouri;
- (2) Relevant experience providing similar services to state housing agencies or other clients;
- (3) The Respondent's ability and willingness to provide the services desired by the Commission and demonstrated understanding of the requirements of the Commission in order to present work product of excellent quality in the desired timeframe;
- (4) The Commission's prior experiences, if any, with the Respondent and any other factors the Commission believes would be in its best interest to consider;
- (5) The rationale for selection provided by the Respondent;
- (6) The proposed payment schedule; and
- (7) The inclusion of minority and women participation by the Respondent's firm(s), including the employees and/or any participation with a minority or woman-owned firm.

Section VI: Response Details

Firms responding to this RFQ should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

Firms submitting multiple appraisers for consideration within their Response may submit one combined answer for the firm for all items below, EXCEPT Subsection D – Experience. In order to be considered, Subsection D, including a sample appraisal, must be submitted for each individual appraiser.

- A. Contact Information and Location. Provide the name, telephone number, fax number and email address of the Respondent and identify a primary contact person regarding the Response. List the location of the main office(s) and locations of offices in the state of Missouri for the Respondent's firm.
- B. Firm Overview. Provide an overview of the Respondent's firm, including the full legal name of the institution and the state of organization. If self-employed, so state. Is the firm a minority- or woman-owned business? Describe firm's inclusion of minority and women participation, including the firm's employees and/or any participation with a minority or woman-owned firm.
- C. Name of Appraisers. List the name of each individual appraiser employed by the firm being submitted for consideration as part of the Response. Inclusion in the MHDC qualified appraisal pool will only be granted on an individual basis, but Responses may include information on multiple appraisers for consideration.
- D. Experience. Complete a MHDC Appraiser Information Form (Attachment A) for each appraiser in the Respondent's firm to be considered for inclusion with the qualified appraisal pool. Appraisers submitted for consideration without a completed Appraiser Information Form (including a sample appraisal) will be automatically denied. Sample appraisals must be accompanied by a signed "MHDC Release of Appraisal Information" form.
- E. Scope of Services. Describe the Respondent's approach to carrying out the tasks outlined in Section III. Specifically, describe how the Respondent will address information items e, f, g, o, p, q, and t.
- F. Rationale for Selection. Present the case for the selection of your Response as the most qualified. Include any relevant information not already provided.

- G. Disclosure. Disclose any work done by the Respondent during the past three years for projects receiving funding through the MHDC Rental Production department (including the developer name, date of work, and project name).

MHDC will not engage firms or individual appraisers to perform appraisals on specific projects for which the firm or appraiser was previously hired to perform market studies.

- H. Undocumented Workers. Pursuant to *Mo.Rev.Stat. §285.530.2*, all Respondents to this RFQ shall provide MHDC with an affidavit stating that the Respondent does not employ any person who is an unauthorized alien in conjunction with the contracted services and that the Respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. This affidavit shall be updated and executed again at the time the engagement of the selected Respondent is memorialized in a contract. Furthermore, prior to execution of any contract contemplated herein, the Respondent shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement may be directed to the Commission's General Counsel, Bramwell Higgins, by phone at 816-759-6870 or email at bhiggins@mhdc.com.