



GARDEN GROVE

CITY OF GARDEN GROVE, CALIFORNIA

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES**

**TO PREPARE
APPRAISALS FOR THE
CALHOME RE-ROOF PROGRAM**

RFP Issued November 1, 2019

Responses due by 5:00 p.m. Thursday, November 15, 2019

PURPOSE OF RFP

The City of Garden Grove (City) is soliciting proposals from qualified contractors for professional services to conduct residential appraisals for participants in the City's CalHOME Re-Roof Program. The CalHOME Program is state funding provided by the State of California Housing and Community Development Department. The City is in the process of implementing the CalHOME Re-Roof Program, which will provide up to \$20,000 to eligible homeowners who have substandard roofs and are looking to repair or replace their roof.

The objective of this Request for Proposals (RFP) is to secure a contractor to conduct residential appraisals for the participants of the CalHOME Re-Roof Program. Qualified applicants shall demonstrate experience conducting residential appraisals and providing an "after-rehabilitation" value of the home. The RFP process will follow the timeline outlined below.

RFP TIMELINE

November 1, 2019	Issuance of RFP
November 15, 2019 (5:00 pm)	Proposal submittal DEADLINE . Address all questions and submit one (1) signed original & three (3) copies to: Mr. Timothy Throne, Program Specialist Community and Economic Development Department 11222 Acacia Parkway Garden Grove, CA 92840 Tel: 714-741-5144 Email: timothyt@ggcity.org
November 18-21, 2019	Evaluation of Proposals
December 10, 2019	Award of Contract
December 11- January, 2020	Insurance Approval and Execution of Contract
January, 2020	Anticipated Project Start Date

SCOPE OF WORK

The specific requirements for the CalHOME Program can be found in the California Code of Regulations, Title 25, Division 1, Chapter 7, Subchapter 9, and commencing with Section 7715.

Specific tasks and requirements shall include, at minimum:

- Qualified Contractor(s) will possess a Certified General Real Estate Appraiser license issued by the California Bureau of Real Estate Appraisers (BREAA) and shall adhere to the standards specified in the Uniform Standards of Professional Appraisal Practice (USPAP);
- Contractor will prepare residential appraisals for approximately 10 CalHOME Re-Roof Program participants. A physical inspection in addition to a comparable sales analysis will be required;
- The "after-rehabilitation" value of the home will be required in the final appraisal report. The appraisal shall take into consideration the estimated value of the rehabilitation work to be completed and shall include the pre-rehabilitated value and the after-rehabilitated value of the property;
- Contractor will communicate regularly with City staff regarding deadlines, scope of the rehabilitation, and any complications that may arise.

Final Work Product

- The Contractor is responsible for submitting the appraisal in a timely manner once the physical inspection is completed. Provide an estimated timeline for each project;
- Each project will not exceed the cost per appraisal amount outlined in the budget portion of the proposal.

CITY RESPONSIBILITIES

The Contractor should prepare the RFP with the assumption that it will have primary responsibilities for activities stated in the Scope of Work. City staff will provide the contractor with the Scope of Work for each rehabilitation project prior to the appraisal being performed by the consultant. Staff will work closely with the consultant on each project, as necessary.

PROPOSAL CONTENT AND SUBMITTAL

Section 1: Contractor's Experience

- Description of your organization's knowledge and experience in conducting residential appraisals, including appraisals that required calculating the after-rehabilitation value of the property;
- Describe your agency's experience providing customer service. Include customer service provided to local government agencies (if applicable);
- Provide no less than three (3) recent, related references including scope and timeline of the project, the contact name, and telephone number and email address.

Section 2: Contractor's Capacity

- Describe the time it will take your agency to submit the appraisal to the City once the physical inspection has been conducted at the residence;
- Describe how many employees will be dedicated to this project and will be responsive to City staff;
- Identify members of the project team, including the key staff persons/consultants and sub-consultants who will be involved in all aspects of project. Provide their resumes, qualifications and proposed role in the project, and identify which staff members are Vietnamese and/or Spanish speaking (if any);
- Provide a copy of your Certified General Real Estate Appraiser license issued by the California Bureau of Real Estate Appraisers.

Section 3: Project Budget

- Provide a detailed budget that indicates the cost of each activity presented in the scope of work;
- The project budget should include all direct and indirect costs that are necessary to prepare the appraisal;
- Provide the final cost per appraisal required under the scope of work.

Letter of Submittal

- Identify the submitting organization;
- Identify the name, title, telephone number, and email address of the individual authorized to **negotiate** the contract on behalf of the organization;

- Identify the name, title, telephone number, and email address of the individual authorized to contractually **obligate** the organization;
- Identify the names, titles, telephone numbers, and email addresses of the persons to be contacted for **clarification**;

SELECTION CRITERIA

The City will evaluate each proposal based on the demonstrated experience and capacity of the applicant as shown in the information provided in the proposal. The City will conduct a review of the proposals that were submitted on time. Below are the selection criteria and how the City will weigh the scoring for the proposals:

1. Consultant's Experience (40 points)
2. Consultant's Capacity (40 points)
3. Project Budget (20 points)

PROJECT FEE/BID REQUIREMENTS

The Contractor's proposal must provide a maximum not-to-exceed fee per appraisal, with specific line items called out that include all labor, supplies, and travel and meeting costs.

Qualified respondents should submit 1 signed original, 3 hard copies and 1 electronic/digital copy of the proposal no later than:

5:00 p. m. on Thursday, November 15, 2019

Proposals received after the due date/time will not be considered.

Mailing address:
City of Garden Grove
Community and Economic Development Department
Neighborhood Improvement Division
11222 Acacia Parkway
Garden Grove, CA 92840

Attn: Timothy Throne, Program Specialist

INSURANCE REQUIREMENTS

Bids must include certification that Contractor can provide proof of the following insurance requirements:

1. COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
2. WORKERS COMPENSATION INSURANCE. For the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable. CONTRACTOR shall provide a waiver of subrogation and shall waive subrogation against the City of Garden Grove, its officers, officials, agents, employees, and volunteers.
3. INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
 - a. Commercial general liability in an amount not less than \$1,000,000 per occurrence; (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - b. Automobile liability in an amount not less than \$1,000,000 combined single limit; (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - c. Professional liability in an amount not less than \$1,000,000 per occurrence; Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An Additional Insured Endorsement, **ongoing and completed operations**, for the policy under section 3.a. shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to city's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 3.b. shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers shall be in excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.