



Engineering Department

Request for Statement of Qualifications Real Estate Appraisal Services

September 15, 2021

Dear Consultant:

The City of Carrollton is seeking Statements of Qualification (SOQ) for a professional services contract for the appraisal of real estate. These properties to be appraised will include partial takes for right of way, total takes for right of way, acquisition of easements, appraising land for Requests For Proposals, and property for land banking. Firms will be ranked based on responses in the SOQ and rankings will be used for awarding projects as they come up during the next three years.

The Engineering Department will accept electronic Statements of Qualification from Real Estate Appraisers until 11:00 AM, October 12th, 2021. Late submittals will not be accepted.

Submission of SOQ's shall consist of two separate parts containing a maximum of 5 pages for each section.

Part 1 of the SOQ shall consist of the following and not include any reference to the company name (includes page footers and logos):

- A description of your understanding of the type of services you are submitting on,
- A discussion of typical appraisal problems and solutions,
- A list of services offered exclusively IN-HOUSE,
- A list of similar contracts that the proposed team members have completed, or are working on currently, for the past five years, Project descriptions shall include contract budget, number of parcels, schedule, month and year, county/state of work, and generic title of project. Highlight any federal, state, or local let project completed by proposed team members.

Part 2 of the SOQ shall include the following:

- Information on the firm including office location and a general breakdown of staff (MAI appraisers, TxDOT Certified Appraiser, licensed appraisers, admin staff, etc.) in the office that the work will be performed in.
- Qualifications of the firm and proposed team members.
- An appendix that includes one-page resumes of no more than three team members that would be assigned to the project may also be included and **does not count** against the five page maximum.

If your firm is interested, please email ONE (1) copy of each part of the SOQ in electronic pdf format to carmella.flemming@cityofcarrollton.com. The SOQ shall be divided into two parts, each a maximum of five (5) 8-1/2" x 11" pages (Times Roman, 12 font) with 1" margins. Not following these guidelines may be cause for rejection. Electronic submittals shall be as two separate files labeled Part 1 and Part 2.

Qualifications will be reviewed by City staff. Staff may formulate a short list to interview. If a firm is selected based on the SOQ, contract negotiations will begin immediately. If a satisfactory contract cannot be negotiated with that firm, the City shall formally end negotiations with that firm and consider the next most favored provider and attempt to negotiate with that firm. The City reserves the right to reject any and/or all proposals and to waive any and/or all technicalities and informalities received in response to this RFQ.

Subsequent to the initial review, the city may either select directly, request additional information, or may elect to interview an unspecified number of firms. Further instructions will be given if the city elects to interview.

Based on the results of the SOQ evaluation and/or interview, the city will choose the most qualified firm(s) for this contract. If a firm is so designated, they will be informed in writing or via email. Such designation will be effective for an approximate three year period after contract award.

Due to the page requirement, this SOQ should be clear and concise. All questions should be directed to Roger Wheeler, P.E., at roger.wheeler@cityofcarrollton.com.

Thank you for your interest,
Roger Wheeler, P.E.
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