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Request for Proposals (RFP)  
Commercial Appraisals for  
Coastside Fire Protection District

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Prepared by:  
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## **Introduction and Purpose of the RFP**

The Coastside Fire Protection District (District) seeks proposals from an individual or firm to provide commercial market value opinion appraisals for the District. The Board requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective and quality professional service to the District.

## **Requirements**

- Current California License: State Certified General Real Estate Appraiser
- Current Credentials: Member, Appraisal Institute (MAI)
- Insurance coverage in the minimum amounts specified below:
  - Professional liability insurance coverage in the minimum amount of \$1,000,000;
  - Automobile liability in the minimum amount of \$1,000,000;
  - Commercial general liability in the minimum amount of \$1,000,000; and
  - Workers' compensation insurance as required by California statutes.
- Comply with all applicable State of California and Uniform Standards of Professional Appraisal Practice (USPAP) standards and rules

## **Scope of Work**

The District seeks to retain an appraiser who would be available and qualified to conduct appraisals for the District during the next twelve (12) months.

## **Type of Appraisal - Sales Comparison Approach**

**Data Collection** - subject properties, comparable properties, and relevant market data

## **Appraisal Report Content:**

- Description of data collected
- Market analysis, including social, economic, governmental, and environmental factors
- Statement describing the purpose, intended use, and intended users of the appraisal.
- Site Value Opinion
- Application of the following valuation methods to reach a specific indication of value (rather than a range):
  - Sales Comparison
  - As-is market value of a fee simple interest in the subject property
- Final Opinion of Value (reconciling the various specific indications of value)
- Certification (of all required USPAP items)

## **Type of Report:**

Provide quotes for each of the following types of reports:

- Self-Contained
- Summary

## **Appraiser will be required to:**

- Collect, verify, analyze and report both general and specific data relevant to estimating a property's market value.
- Inspect properties to the extent required, after giving the property representative an opportunity to accompany the appraiser.
- Investigate surrounding neighborhood to learn about land uses, market area, and potential sales.
- Research applicable government records to determine zoning or potential for rezoning.
- Adhere to the various administrative requirements of San Mateo County.

## **Response to the RFP**

Interested firms must submit six (6) bound original proposals to the Coastside Fire Protection District, Attention Deputy Chief Jonathan Cox.

Proposals shall consist of the following sections, in the following order:

- **Company Information**

- Company Legal Name:
- Mailing
- Address:
- County/State
- Zip:
- Phone:
- Email:
- Printed Name:
- Title:
- Signature:

- **Company Background and Experience**

Provide a concise description of the company, including origin, background, current size (both financially and staffing), and general organization.

List project experience, currently in progress or completed, comparable to this RFP, as follows:

- List projects involving key team members proposed
- List projects in date order with newest projects listed first
- List a maximum of 5 relevant projects

For each project listed, include a brief description, the date the services were performed, type of report issued, valuation method(s) used, name, address and phone number of the owner's representative having knowledge of the firm's work, the contract dollar amount and total time period involved.

- **Key Team Member(s) and Experience**

Provide the following information for all key team members to be assigned specifically to this project.

- Name:
- Professional Certifications:
- California Appraiser License Number:

- Relevant Academic Degree(s):
- Number of Years with Current Firm:
- Availability to provide Services:

- **Project Understanding and Approach**

The proposal shall describe the firm’s understanding of the Project objectives and describe a proposed project approach. Project approach shall include the following elements:

- Management
- Execution of the Work
- Schedule
- Cost Control
- Support needed from Fire District

- **Cost**

Provide pricing (including all fees and costs) for the following types of reports:

- Self-contained report
- Summary report

Specify any payments required prior to delivery of the final report.

### **Evaluation Criteria**

Evaluation criteria include, but are not limited to, the following:

- Firm’s experience in providing similar services for similar local projects
- Key Team Members’ qualifications, certifications, abilities and availability
- Project understanding and approach
- Pricing
- Utilization of local firms

Evaluation scores are from 1 (lowest) to 10 (highest).

<b>Evaluation Criteria</b>	<b>Evaluation Score (1-10)</b>
1. Firm’s experience in providing similar services for similar projects	
2. Key Team Members’ qualifications, certifications, abilities and availability	
3. Project understanding and approach	
4. Pricing	
5. Utilization of local firms	
<b>Total Score</b>	

## **Evaluation Process**

The Board will perform evaluations and make a selection based on consensus. Evaluations will focus on identifying relative strengths, weaknesses, deficiencies and risks associated with the firm's proposal. Interviews with firms are not anticipated, but may be held at the option of the Board. The Board reserves the right to obtain clarification or to obtain additional information with any firm in regards to its proposal. The Board reserves the right to select a responsive, responsible firm(s) on basis of "best value" that is most advantageous to the District. All firms who submit proposals will be notified of the selection results. Final approval of any selected firm is subject to the action of the Board to award a contract.

## **Selection Process**

The company or organization selected by the Board at the conclusion of the evaluation process will be asked to meet with the Board and/or staff over the next twelve (12) months to discuss finalizing a plan to accomplish the stated goals of the proposal.

## **Questions**

Questions regarding this RFP shall be submitted in writing by e-mail to Coastside Fire Protection Deputy Chief Jonathan Cox. Verbal questions will NOT be accepted. The District does not guarantee that questions received after August 7, 2020 will be answered. To access the Coastside Fire Protection District website, go to [www.coastsidefire.org](http://www.coastsidefire.org). Click on Commercial Appraisal RFP to view information related to this RFP.

## **Timeframe**

The timeframe for this RFP is as follows:

- July 24, 2020 - RFP sent out by Fire District
- August 7, 2020 - Last date to submit questions to District
- August 17, 2020 - Last date to submit response to RFP
- August 20, 2020 - RFP submissions opened
- August 27, 2020 - RFP evaluation results provided by District

## **Contact Information**

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## **Confidentiality**

All information included in this RFP is subject to disclosure according to the California Public Records Law contained in California Code §§ 9-337 through 9-

350. If you provide trade secrets, production records, appraisals, bids, or proprietary information please mark clearly that confidential business information.

**Disclaimer**

**THIS IS A REQUEST FOR PROPOSALS (RFP) ONLY.** It is intended to identify potential independent contractors who can provide commercial appraisal services for the Coastside Fire Protection District. The information provided in this RFP is subject to change and is not binding on the District. The District has not made a commitment to procure any of the items discussed, and release of this RFP should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become District property and will not be returned.