

**Board of Directors**

August 24, 2020

**Chair**

Tamara Battles

**Vice-Chair**

Michael Caffery

**Secretary/Treasurer**

Paula Nelson

**Board Members**

John Carroll

Jay Sharplin

Zebulon Winstead

**Executive Director**

Clifford J. Moller

cjmoller@gaeda.org

To Whom it May Concern:

REF: Request For Proposal (RFO) RFP 20-001  
PROPOSAL TITLE: PROFESSIONAL REAL ESTATE APPRAISAL  
SERVICES

MUST BE RECEIVED NOT LATER THAN:  
3:00 P.M. (CST) ON: September 7, 2020

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein. In order for your proposal to be considered, it must be received in the Greater Alexandria Economic Development Authority (GAEDA) office not later than the date and time as listed above. Solicitation documents are posted on [www.gaeda.org](http://www.gaeda.org).

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the GAEDA office after the time specified will be documented and then returned to the Proposer unopened. Due to the possibility of negotiation with all Proposers, the identity of any Proposer or the contents of any proposal will not be public information until after the contract award is made.

Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured by the Executive Administrator until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of the executive staff and/or selection committee member.

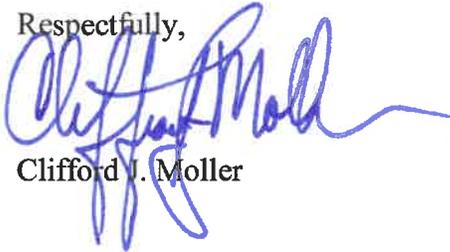
The proposals must be signed by an official authorized to bind the Proposer, and it shall contain a statement to the effect that the proposal is firm for a period of a least 120 days from the closing date for submission of proposals. Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container.

GAEDA does not accept faxed or emailed responses for formal solicitations. All submittals (see page 3, Response to the RFP) received in response to this

Request for Proposals will be rated by the GAEDA's Selection Committee, based upon the Evaluation Criteria as listed on page 4. If the best Proposer is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required.

This solicitation does not commit GAEDA to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. GAEDA reserves the right to accept or reject any or all proposals received as a result of this request, to waive informalities, to negotiate with all qualified Proposers, or to cancel in part or in its entirety this proposal, if it is in the best interest of the GAEDA to do so.

Respectfully,

A handwritten signature in blue ink, appearing to read "Clifford J. Moller", with a long horizontal flourish extending to the right.

Clifford J. Moller



Request for Proposals (RFP)  
for  
Professional Real Estate Appraisal Services

---

Prepared by:

Greater Alexandria Economic Development Authority

August 26, 2020

---

## CONTENTS

Introduction and Purpose of the RFP .....	2
Requirements .....	2
Scope of Work .....	2
Response to the RFP .....	3
Evaluation Criteria .....	4
Questions .....	4
Timeframe .....	4
Contact Information .....	4
Confidentiality .....	5
Disclaimer .....	6

## **INTRODUCTION AND PURPOSE OF THE RFP**

The Greater Alexandria Economic Development Authority (GAEDA) seeks proposals from an individual or firm to provide a commercial market value opinion appraisal for a commercial property located within the corporate limits of the City of Alexandria. GAEDA requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective and quality professional service to GAEDA.

## **GENERAL INFORMATION**

Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.

Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

Proposers are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.

It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.

***Each Proposer shall submit one (1) signed original response. Three (3) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Confidential Information, Trade Secrets, and Proprietary Information).***

## **REQUIREMENTS**

- Current Louisiana License: State Certified General Real Estate Appraiser
- Insurance coverage in the minimum amounts specified below:
  - Professional liability insurance coverage in the minimum amount of \$1,000,00;
  - Automobile liability in the minimum amount of \$1,000,00;
  - Commercial general liability in the minimum amount of \$1,000,000; and
  - Workers' compensation insurance as required by Louisiana statutes.
- Comply with all applicable State of Louisiana and Uniform Standards of Professional Appraisal Practice (USPAP) standards and rules

## **SCOPE OF WORK**

Property Appraisal – Prepare and provide real property appraisal(s) and Project Manuals to establish fair market value for purchase of real property and/or real property interest, using National Uniform Standards of Professional Appraisal Practice (USPAP), and in accordance with all applicable State and Federal laws and regulations.

Property – 425 Bolton Ave, Alexandria, LA 71301

Type of Appraisal – Market Value Opinion

Data Collection – subject property, comparable properties, and relevant market data

## **APPRAISAL REPORT CONTENT:**

- Description of data collected
- Market analysis, including social, economic, governmental, and environmental factors
- Determination of Highest and Best Use
- Site Value Opinion

- Application of each of the following valuation methods to reach a specific range of value for each of the three classes of reuse:
  - Replacement Cost
  - Sales Comparison
  - Income Capitalization (Discounted Cash Flow) (DCF)
- Final Opinion of Value (reconciling the various specific indications of value) for each of the three proposed reuses.

**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 the subject property’s market value for each of the three proposed reuses.
- Inspect the subject property to the extent required by the scope of work.
- Investigate surrounding neighborhood to learn about land uses, market area, and potential sales.
- Research applicable government records to determine zoning or potential for rezoning.

**RESPONSE TO THE RFP**

Interested firms must submit their proposal to the Executive Director.

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:
- 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:
  - Louisiana 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 GAEDA
- 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.

**PROPOSALS SUBMISSION BY MAIL OR HAND TO:**

Greater Alexandria Economic Development Authority  
 RFP Response  
 201 Johnston Street, Suite 601  
 Alexandria, LA 71301

**EVALUATION CRITERIA**

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

1. Experience and capacity of Proposer, including recent and related experience. (0-25)
2. Qualifications of personnel and Proposers ability to commit a capable staff and support for a project of this size and expected pace of work as listed in the RFP. (0-25)
3. Demonstrated understanding of needs presented by the RFP. (0-25)
4. Cost effectiveness and reasonableness of Proposers proposed fee. (0-20)

**QUESTIONS**

Questions regarding this RFP shall be submitted in writing by e-mail to Executive Administrator Angela Varnado at [avarnado@gaeda.org](mailto:avarnado@gaeda.org). Questions must NOT contain proprietary or confidential information. The Greater Alexandria Economic Development Authority does not guarantee that questions received after September 4, 2020 will be answered.

**TIMEFRAME**

The timeframe for this RFP is as follows:

1. **August 26, 2020:** release the RFP for Real Estate Appraisal Services
2. **September 7, 2020:** proposal submission deadline
3. **September 8, 2020:** proposal opening @ 2 pm
4. **September 15, 2020:** the RFP Review Committee will render a recommendation for approval
5. **September 15, 2020:** approval of recommendation and authorization to enter into contract from the GAEDA Board of Commissioners

**CONTACT INFORMATION:**

Mr. Clifford J. Moller, Executive Director  
 Greater Alexandria Economic Development Authority  
 201 Johnston Street, Suite 601  
 Alexandria, LA 71301  
 (318) 880-0407  
[cjmoller@gaeda.org](mailto:cjmoller@gaeda.org)

## AWARDS

An award resulting from this request shall be awarded to the responsive and responsible Proposer whose proposal is determined to be most advantageous to GAEDA, taking into consideration price and the evaluation factors set forth in the RFP; however, the right is reserved to reject any and all proposals received, to waive any informalities, and in all cases GAEDA will be the sole judge as to whether a Proposer's proposal has or has not satisfactorily met the requirements of this RFP.

## CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. **The financial proposal will not be considered confidential under any circumstance.** Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records act for further clarification.

The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

"The data contained in pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Greater Alexandria Economic Development Authority shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Greater Alexandria Economic Development Authority's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

If the Proposer's response contains confidential information, the Proposer should also submit a redacted copy of their proposal along with their original proposal. When submitting the redacted copy, the Proposer should clearly mark the cover as such – "REDACTED COPY" – to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed. The redacted copy of the proposal will be the copy produced by the GAEDA if a competing proposer or other person seeks review or copies of the Proposer's confidential data.

**If the Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.**

Proposers must be prepared to defend the reasons why the material should be held confidential. By submitting a proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as "confidential", the Proposer agrees to indemnify and defend (including attorney's fees) GAEDA and hold GAEDA harmless against all actions or court proceedings that may ensue which seek to order GAEDA to disclose the information.

GAEDA reserves the right to make any proposal, including proprietary information contained therein, available to other agencies or organizations for the sole purpose of assisting GAEDA in its evaluation of the proposal.

GAEDA shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2. (D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

## **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 Greater Alexandria Economic Development Authority. The information provided in this RFP is subject to change and is not binding on The Greater Alexandria Economic Development Authority. The GAEDA 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 GAEDA property and will not be returned. The Greater Alexandria Economic Development Authority reserves the right to accept and/or reject any and all bids.