



Request for Qualifications and Quotes
Multi-Family Residential Property Appraisal and Appraisal Review Services
City of Greensboro
March 4, 2010

Background

The City of Greensboro anticipates voluntary acquisitions of multi-family properties and is seeking qualified General Appraisers and Appraisal Reviewers to add to a current vendor solicitation list. Current qualified appraisal services vendors with the Department of Housing and Community Development need not re-apply at this time. The funding source is the Neighborhood Stabilization Program, the appraisal requirements for which are outlined below and in attachments.

APPRAISALS

Requirements for Appraisals

1. Appraisals must comply with guidelines and requirements stated in Chapter 5 of HUD Handbook 1378 and the Uniform Appraisals Standards for Federal Land Acquisition. The pertinent legal reference for the development of the appraisal premise is NCGS40-A.
2. Appraisals must be submitted within thirty, (30) calendar days of Notice to Proceed and may be submitted electronically.
3. Appraisal reports must be submitted as a complete appraisal in a summary format. See Handbook 1378, Chapter 5, for recommended guidelines for data collection and presentation.
4. Property acquisition appraisals will be used by the City of Greensboro (client) and property owner (intended user) to make informed decisions for a negotiated sale of the property.

Qualifications of Appraisers and Submission Requirements

1. Appraiser must be a State Certified General Appraiser. A copy of certification or NC Appraisal Board qualification card **must** accompany the proposal.
2. Appraiser must submit a brief resume, including a listing of past and current clients and appraisal experience within the City of Greensboro, NC with the proposal.
3. Appraiser must submit three professional references. Name, address, and phone number for each reference must be submitted with the proposal.
4. Appraiser must submit two (2) multi-family appraisal reports that are representative of the appraiser's quality of work and show the level of detail proposed to be provided.

APPRAISAL REVIEWS

Requirements for Appraisal Reviews

1. Section 5-4 of Handbook 1378, Review of Appraisals, states what is required from the Appraisal Reviewer.
2. It is the Reviewer's responsibility to determine whether the appraisal is adequately supported, whether it complies with recognized appraisal principles and practices, these standards, and whether it conforms to governing legal premises (Uniform Appraisal Standards for Federal Land Acquisitions, Section C-8). The Reviewer is not required to visit the site of the appraisal or look up comparables.
3. Before acceptance of an appraisal, the Reviewer will determine whether the Appraiser's documentation, including valuation data and the analyses of that data, demonstrates the soundness of the Appraiser's opinion of value. The review may include a meeting with the Appraiser to review portions of the work file or a request for written comment.
4. Reviews must be submitted within fourteen (14) calendar days from notice to proceed and may be submitted electronically.

Qualifications of Appraisal Reviewers and Submission Requirements

1. The reviewer must be a State Certified General Appraiser. A copy of certification or NC Appraisal Board qualification card **must** accompany the proposal.
2. Reviewer must submit a brief resume, including a listing of past and current clients and review experience, with the proposal.
3. Reviewer must submit three professional references. Name, address, and phone number for each reference must be submitted with proposal.
4. Reviewer must submit two (2) multi-family appraisal reports that are representative of the appraiser's quality of work and show the level of detail proposed to be provided.

Questions about this solicitation may be directed to: Cynthia Blue, Housing Planner, Department of Housing and Community Development, 336-433-7376 or cynthia.blue@greensboro-nc.gov.

Attachments:

1. Neighborhood Stabilization Program Appraisal Requirements

References:

1. Chapter 5 from Handbook 1378 – Real Property Acquisition
<http://www.hud.gov/offices/cpd/library/relocation/policyandguidance/handbook1378.cfm>
2. Appendix 7 from Handbook 1374 – Guidelines for HUD Monitoring Review of Appraisals
<http://www.hud.gov/offices/cpd/library/relocation/policyandguidance/handbook1374.cfm>
3. Uniform Relocation Act – Final Rule
<http://www.hud.gov/offices/cpd/library/relocation/lawsandregs/finalrule/>

QUOTES

The City will add Appraisers to the solicitation list based qualifications and quality of submitted work. The City will establish fair compensation for each type of appraisal based on the range of quotes received.

The City will add Appraisal Reviewers to the solicitation list based on qualifications and quality of submitted work. The City will establish fair compensation for each type of appraisal and review based on the range of quotes received.

Certified HUB/DBE’s (Historically Underutilized Business/Disadvantaged Business Enterprise) are encouraged to apply.

The City reserves the right to choose responsible firms whose proposals are advantageous to the program.

Disclosure of any related business interests or conflicts of interest will be required when individual property quotes are sought.

Property	Quote - Appraisal	Quote – Review
5 or more residential unit multi-family		

Signature *Printed Name*

Business Name *Position/ Title*

Address *City, State, Zip*

Business Phone *Mobile Phone* *Email*

Fax this printed quote page no later than 4:00pm Thursday, March 11, 2010 to 336-412-6315 Attn: Cynthia Blue.

Return hard copy of printed quote page with required submissions no later than 4:00 pm Thursday, March 18, 2010.

Qualifications and quotes must be mailed or hand-delivered to:

Mail: Cynthia Blue
City of Greensboro
PO Box 3136
Greensboro, NC 27402-3136

Hand-delivered: Cynthia Blue
300 W. Washington Street
Room 315
Greensboro, NC

Attachment 1

Guidance on NSP Appraisals – Voluntary Acquisitions

Acquisitions financed with NSP grant funds are subject to the URA, and its implementing regulations at 49 CFR Part 24, and the requirements set forth in the NSP Notice that was published in the Federal Register on October 6, 2008. HUD anticipates that most of these transactions will qualify as voluntary acquisitions under the applicable regulations of 49 CFR 24.101(b). The URA regulations do not specifically require appraisals in connection with voluntary acquisitions under 49 CFR 24.101(b). However, the NSP Notice requires appraisals to be performed with respect to the NSP funded acquisition of foreclosed upon homes and residential properties, even though they may be considered voluntary under the URA. In those cases, the URA appraisal requirements of 49 CFR 24.103 must be met. The following guidance on appraisals pertains to acquisitions of foreclosed upon homes and residential properties which meet the applicable voluntary acquisition requirements of 49 CFR 24.101(b) and reflects applicable URA requirements and the NSP requirements, including the URA appraisal requirements of 49 CFR 24.103.

1. The NSP grantee must ensure that the owner is informed in writing of what the grantee believes to be the market value of the property; and that the NSP grantee will not acquire the property if negotiations fail to result in a an amicable agreement (see 49 CFR 24.101(b)(1) & (b)(2)).
2. If NSP funds are to be used to acquire a foreclosed upon home or residential property (other than through donation), the grantee must ensure that the purchase price includes a discount from the value established by an appraisal that meets the following requirements:
 - a. The appraisal must have been completed within 60 days of the offer made for the property (we have advised that an initial offer can be made, subject to the completion of the appraisal within 60 days of a final offer).
 - b. The appraisal must meet the URA definition of an appraisal (see 49 CFR 24.2(a)(3) and the five following requirements (see 49 CFR 24.103(a)(2)):
 - i. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.
 - ii. All relevant and reliable approaches to value. If the appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
 - iii. A description of comparable sales, including a description of all relevant physical, legal, and economic factors such as parties to the transaction,

source and method of financing, and verification by a party involved in the transaction.

- iv. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
 - v. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.
- c. The appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner.
 - d. If the owner of a real property improvement is permitted to retain it for removal from the project site, the amount to be offered for the interest in the real property to be acquired shall be not less than the difference between the amount determined to be just compensation for the owner's entire interest in the real property and the salvage value (defined at §24.2(a)(24)) of the retained improvement.
3. The NSP grantee has a legitimate role in contributing to the appraisal process, especially in developing the scope of work and defining the appraisal problem. The scope of work and development of an appraisal under these requirements depends on the complexity of the appraisal problem. HUD's guide to preparing an appraisal scope of work under the URA is available in HUD Handbook 1378- Appendix 19 or through the following link:
<http://www.hud.gov/offices/adm/hudclips/handbooks/cpdh/1378.0/1378x19CPDH.pdf>
 4. The NSP grantee shall establish criteria for determining the minimum qualifications and competency of appraisers. Qualifications shall be consistent with the scope of work for the assignment. The NSP grantee shall review the experience, education, training, certification/licensing, designation(s) and other qualifications of appraisers, and use only those determined by the NSP grantee to be qualified.
 5. If the NSP grantee uses a contract (fee) appraiser to perform the appraisal, such appraiser shall be State licensed or certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 *et seq.*).