



Rhode Island Housing
working together to bring you home

**Request for Proposals
Residential Real Estate Appraisal Firms**

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from licensed, FHA-certified residential real estate appraisal firms to provide appraisal services for the benefit of several of Rhode Island Housing business areas. Selected firms will assist Rhode Island Housing in performing appraisals to support the agency’s lending, short sale and REO property analysis and disposition functions.

Rhode Island Housing originates loans on one- to four-family properties throughout the state. Products include first and second mortgage loans, as well as home equity and reverse mortgage loans. Rhode Island Housing estimates that it will require approximately 1000 appraisals or related reports for mortgage lending, short sale, and REO property analysis and disposition purposes over the next two years. Properties will represent a mix of FHA, FNMA and Conventional loan products. Rhode Island Housing’s REO Division handles 50-75 properties per year statewide: approximately 70% single family, 10% multi-family and 20% condominium. Many of the properties require substantial rehabilitation. As a result, selected firms must have the capability to prepare reports indicating the cost to cure deficiencies, as well as “as is” and “when completed” values.

INSTRUCTIONS

Five (5) original(s) and five (5) copies of the proposal must be submitted to Rhode Island Housing, 44 Washington Street, Providence, R.I. 02903-1721, Attn: Guy V. Pirolli, Real Estate Manager. Proposals must be concise and include all attachments and work samples. Proposals must be presented on business letterhead.

Proposals must be delivered no later than **5:00 p.m. on Friday, January 31, 2014.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.
 - e. Names of any appraisal “sub-contractors” that you will use in preparing reports for Rhode Island Housing.
 - f. Relationships with other appraisal or real estate firms.

B. Experience and Resources

1. Identify the principal, partners, associates and contracted inspectors of the firm that would be involved in providing services to Rhode Island Housing. Provide appropriate background information and identify responsibilities of each person in providing services to Rhode Island Housing. For each name submitted, provide documented evidence of the requisite licenses and insurance, certification or other validation required by municipal or state agencies or FHA. Please note: All reports will require signatures of the firm’s principal, either as the inspector of record or as review inspector. Additionally, Rhode Island Housing reserves the right to require that all inspections be performed by the principal of the firm.
2. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
3. Include a current client roster, including a lead contact name and telephone number for each organization for which you provide similar services.
4. Indicate the approximate number of reports (i.e., the types of reports listed in the Scope of Work) that your firm completed during 2011, 2012 and 2013.
5. Indicate for 2011, 2012 and 2013 the geographic distribution of your appraisal work..
6. Provide work samples for the reports identified **as A, D and H only** on the Scope of Work at Attachment A.
7. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

8. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

B. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Describe your proposed fee structure for each of the 13 types of reports (A- M) listed in the Scope of Work. All fees must be submitted on the form provided at Attachment B.
2. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.

C. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Identify any conflicts that may arise as a result of business activities, associates and/or ventures by members and associates of your firm, or as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
3. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

D. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Guy V. Pirolli, gpirolli@rhodeislandhousing.org** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after January 31, 2014, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees (the "Committee") will review all proposals and select appraisers based on the following factors:

- Cost
- Professional capacity to undertake the Scope of Work
- Professional experience; experience with REO appraisals
- Work samples
- Review of client list
- Recommendations by references
- Previous work performance with properties directly related to Rhode Island Housing lending, underwriting and disposition efforts, including quality of work and turn around time.
- Inclusion of all required pertinent information
- Other pertinent information submitted
- It is important to ensure that all requested information within the RFP is included in your submission. Omission of any information may cause the submission to be declined.

Rhode Island Housing may invite one or more finalists to make presentations. In addition, Rhode Island Housing reserves the right to engage firms and agents for specific geographic areas within the state.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information contact: Guy V. Pirolli, gpirolli@rhodeislandhousing.org.

Attachment A Scope of Work

The following appraisal forms must be utilized for all reports, in accordance with FNMA/FHLMC:

- A. Uniform Residential Appraisal Report (Form 1004 dated March 2005 & UAD Version 9/2011) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an interior and exterior property inspection; **SAMPLE REQUIRED.**
- B. Exterior-Only Inspection Residential Appraisal Report (Form 2055 dated March 2005) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an exterior-only property inspection;
- C. Manufactured Home Appraisal Report (Form 1004C dated March 2005) for an appraisal of a one-unit manufactured home (including a manufactured home in a PUD, condominium or cooperative project) based on an interior and exterior property inspection;
- D. Individual Condominium Unit Appraisal Report (Form 1073 dated March 2005) for an appraisal of an individual condominium unit based on an interior and exterior property inspection; **SAMPLE REQUIRED.**
- E. Exterior-Only Inspection Individual Condominium Unit Appraisal Report (Form 1075 dated March 2005) for an appraisal of an individual condominium unit based on an exterior-only property inspection;
- F. Individual Cooperative Interest Appraisal Report (Form 2090 dated March 2005) for an appraisal of an individual cooperative unit based on an interior and exterior property inspection;
- G. Exterior-Only Inspection Individual Cooperative Interest Appraisal Report (Form 2095 dated March 2005) for an appraisal of an individual cooperative unit based on an exterior-only property inspection;

- H. Small Residential Income Property Appraisal Report (Form 1025 dated March 2005) for an appraisal of a two-unit to four-unit property (including a two-unit to four-unit property in a PUD, condominium or cooperative project) based on an interior and exterior property inspection; **SAMPLE REQUIRED.**

- I Appraisal Update and/or Completion Report (Form 1004D dated March 2005) for appraisal updates and/or completion reports for all one-unit to four-unit appraisal reports;

- J. One-Unit Residential Appraisal Field Review Report (Form 2000 dated March 2005) for appraisal field reviews for one-unit appraisal reports; and

- K. Two- to Four-Unit Residential Appraisal Field Review Report (Form 2000A dated March 2005) for appraisal field reviews for two-unit to four-unit appraisal reports;

- L. Property Value Analysis Report (Form 704 or equal dated January 1986 or Form 2055) residential reports for in-house REO disposition decisions or “Short Sale” options;

- M. Land Appraisal Report Forms – For in-house REO disposition or “Short Sale”; standard 1 page report forms;

- N. Broker Price Opinion Letters (“BPO’s) - RIH Standard Forms.

Attachment B
Appraisal Pricing

The following appraisal forms must be utilized for all reports, in accordance with FNMA/FHLMC:

- A. Uniform Residential Appraisal Report (Form 1004 dated March 2005 & UAD Version 9/2011) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an interior and exterior property inspection; \$_____
- B. Exterior-Only Inspection Residential Appraisal Report (Form 2055 dated March 2005) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an exterior-only property inspection; \$_____
- C. Manufactured Home Appraisal Report (Form 1004C dated March 2005) for an appraisal of a one-unit manufactured home (including a manufactured home in a PUD, condominium or cooperative project) based on an interior and exterior property inspection; \$_____
- D. Individual Condominium Unit Appraisal Report (Form 1073 dated March 2005) for an appraisal of an individual condominium unit based on an interior and exterior property inspection; \$_____
- E. Exterior-Only Inspection Individual Condominium Unit Appraisal Report (Form 1075 dated March 2005) for an appraisal of an individual condominium unit based on an exterior-only property inspection; \$_____
- F. Individual Cooperative Interest Appraisal Report (Form 2090 dated March 2005) for an appraisal of an individual cooperative unit based on an interior and exterior property inspection; \$_____
- G. Exterior-Only Inspection Individual Cooperative Interest Appraisal Report (Form 2095 dated March 2005) for an appraisal of an individual cooperative unit based on an exterior-only property inspection; \$_____
- H. Small Residential Income Property Appraisal Report (Form 1025 dated March 2005) for an appraisal of a two-unit to four-unit property (including a two-unit to four-unit property in a PUD, condominium or cooperative project) based on an interior and exterior property inspection; \$_____
- I. Appraisal Update and/or Completion Report (Form 1004D dated March 2005) for appraisal updates and/or completion reports for all one-unit to four-unit appraisal reports; \$_____

- J. One-Unit Residential Appraisal Field Review Report (Form 2000 dated March 2005) for appraisal field reviews for one-unit appraisal reports; \$_____
- K. Two- to Four-Unit Residential Appraisal Field Review Report (Form 2000A dated March 2005) for appraisal field reviews for two-unit to four-unit appraisal reports. \$_____
- L. Property Value Analysis (1-2 Page Report; Form 704 or equal dated January 1986) residential reports for in-house REO disposition decisions or “Short Sale” options. \$_____
- M. Land Appraisal Report Forms – for in-house REO disposition or “Short Sale”; 1 page reports. \$ _____
- N. Broker Price Opinion Letters (“BPO’s) - RIH Standard Forms \$_____