



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 225-8530 FAX: (603) 230-3656

www.concordnh.gov/Purchasing

October 11, 2011

ADDENDUM NUMBER ONE RFP09-12 REAL ESTATE APPRAISAL SERVICES

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following additions, changes and clarifications are made to the original proposal documents:

- 1. Proposal Due Date/Time.** The proposal due date/time is changed from no later than 2:00 pm on October 14, 2011 to no later than 2:00 pm on October 21, 2011
- 2. Instructions to Proposers, Real Estate Appraisal Services, Paragraph 7D, Technical Approach, Page 15.** Please delete this entire paragraph.
- 3. Instructions to Proposers, Real Estate Appraisal Services, Paragraph 7G, Fee Proposal, Page 16.** Please delete the original paragraph and replace it with the following:

Fee Proposal. The parcels of land that the City will need appraised over the length of the contract are generally woodland acreage and should fall into the following average sizes:

1. 10 – 20 acres
2. 21 – 49 acres
3. 50 – 99 acres
4. 100 – 200 acres
5. 200 – 300 acres

However, the City and the Conservation Commission cannot predict when a parcel of land will be offered to the City or what its size will be. Therefore, please complete the attached Proposal Sheet and provide your firm's current prices for:

1. Appraisals of parcels of land, generally woodland acreage, in the above listed average sizes completed by the Principle(s) of your firm (including your overhead multiplier);
2. Appraisals of parcels of land, generally woodland acreage, in the above listed average sizes completed by an Associate of your firm (including your overhead multiplier);
3. Hourly rates for the Principle(s) and all Associates of your firm (including your overhead multiplier);
4. Overhead multiplier (Includes mileage, printing, supplies, profit etc).

The City, at its sole option, may elect to award this contract to one or two appraisal firms. A specific price proposal, in accordance with the prices submitted and the terms and conditions of RFP09-12, will be obtained for each parcel of land from each firm awarded a contract.

4. **Proposal Submission Checklist, Page 25.** Please delete the original Proposal Submission Checklist and replace it with the attached "Revised Proposal Submission Checklist."

5. **Proposal Sheet.** Please use the attached Proposal Sheet when providing prices in response to the Request for Proposals.

6. **Question:** There are lots of variables with CE appraisals e.g. buildings vs. none, subdivision analysis vs. none and different complexities of subdivisions. On complex properties, I have needed a land planner/engineer for their professional input. Sometimes the client pays directly, when it's simple I include in my price.

Answer: If you plan to use a consultant to evaluate the development potential of a property it should be included in the overall price, not something that the City would need to pay for additionally.

7. **Question:** Photographs. Do you really want prints with description written on the back? I always include digital photos in my report with a photo-key and/or description.

Answer: Photographs can be submitted in a digital format and incorporated into the appraisal.

7. **Question:** Data. Must I measure the land or just the buildings? If I have building plans, must I still measure?

Answer: The appraiser may use the information available in the Registry of Deeds, City's tax assessing department and GIS maps for the measurements of the land. It is not necessary to measure the land.

8. **Question:** Will the Conservation Easement in near-final draft form be available to me when I start the job? How about the Baseline Document?

Answer: The conservation easement is available in near final draft form on the planning website as follows:

<http://www.concordnh.gov/Planning/applications/concordv2.asp?siteindx=C50,50,03>

The baseline documentation is usually not available at the time the appraisal is prepared.

9. **Question:** Will any assignments require Yellow Book?

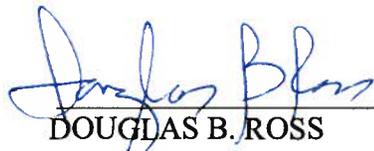
Answer: Some assignments are for projects that are federally funded and do require Yellow Book, but not all.

10. **Question:** Many times I can add value as a consultant to draft the Conservation Easement before being engaged as the appraiser. Do you anticipate doing this?

Answer: We would not anticipate having the appraiser also be involved in the drafting of the conservation easement.

PLEASE BE ADVISED THAT THE PROPOSER MUST ACKNOWLEDGE RECEIPT OF ADDENDUM ONE ON THE SIGNATURE PAGE OF THE PROPOSAL SHEET.

CITY OF CONCORD, NEW HAMPSHIRE



DOUGLAS B. ROSS
PURCHASING MANAGER

REVISED PROPOSAL SUBMISSION CHECKLIST

In order to be considered responsive, each prospective vendor must submit the following documents, in **one (1) original and three (3) identical copies** as part of his/her proposal:

1. Proposal Statement (See Instructions to Proposers, Paragraph 7A-C & E-H)
2. Proposal Sheet (In accordance with Addendum #1)
3. Specifications Exception Form
4. Alternate Form W-9
5. City of Concord Indemnification Agreement

The successful vendor must submit, prior to contract signing, his/her insurance certificate (naming the City of Concord as an Additional Insured) that meets the minimum required levels of coverage

**CITY OF CONCORD, NEW HAMPSHIRE
PROPOSAL SHEET
RFP09-12, REAL ESTATE APPRAISAL SERVICES**

THE UNDERSIGNED HEREBY OFFERS TO PROVIDE THE REQUIRED LAND APPRAISAL SERVICES, IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS OF RFP09-12, FOR THE BELOW LISTED PRICES:

1. APPRAISAL PRICES (Including overhead multiplier). IT IS UNDERSTOOD THAT SPECIFIC PRICE PROPOSALS WILL BE OBTAINED FOR ACTUAL PARCELS OF LAND WHEN THEY BECOME AVAILABLE.

<u>PARCEL SIZE</u>	<u>PRICE IF APPRAISED BY A FIRM PRINCIPLE</u>	<u>PRICE IF APPRAISED BY A FIRM ASSOCIATE</u>
A. 10-20 ACRES:	\$ _____	\$ _____
B. 21-49 ACRES:	\$ _____	\$ _____
C. 50-99 ACRES:	\$ _____	\$ _____
D. 100-200 ACRES:	\$ _____	\$ _____
E. 200-300 ACRES:	\$ _____	\$ _____

2. HOURLY RATES (Including overhead multiplier).

A. HOURLY RATE FOR FIRM PRINCIPLE(S): \$ _____

B. HOURLY RATE FOR FIRM ASSOCIATE(S). PLEASE IDENTIFY EACH ASSOCIATE BY JOB TITLE AND HOURLY RATE.

(1) _____ \$ _____

(2) _____ \$ _____

(3) _____ \$ _____

3. OVERHEAD MULTIPLIER (Includes mileage, printing, supplies, profit etc).

A. YOUR COST x MULTIPLIER = OUR COST: _____

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE VENDOR
SUBMITTING THIS PROPOSAL
2. THE RECEIPT OF THE FOLLOWING
ADDENDA _____
3. THE FIRM SUBMITTING THIS PROPOSAL HAS NEVER
DEFAULTED ON ANY MUNICIPAL, COUNTY, STATE,
FEDERAL OR PRIVATE CONTRACT

COMPANY: _____

SIGNED BY: _____

PRINTED OR TYPED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOLL FREE NUMBER: _____ E-MAIL: _____

CELL PHONE NUMBER: _____ PAGER: _____

PRIMARY POINT OF CONTACT: _____

PAYMENT TERMS AND CONDITIONS: _____

PLEASE FILL OUT, SIGN AND RETURN TO:

The City of Concord
Douglas B. Ross, Purchasing Manager
Combined Operations & Maintenance Facility
311 North State Street
Concord, NH 03301
603-230-3656
603-230-3656 (Fax)
dross@concordnh.gov

Due Date/Time: October 21, 2011 Not Later Than 2:00 PM