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Equal Opportunity Employer

**DEPARTMENT OF
ADMINISTRATIVE SERVICES
PURCHASING**

Issue Date: March 17, 2011

**COUNTY OF MERCED
REQUEST FOR PROPOSAL
NUMBER 6564
FOR**

**ON-CALL RESIDENTIAL APPRAISAL SERVICES FOR NEIGHBORHOOD STABILIZATION
PROGRAM**

Notice is hereby given that proposals will be received at the Merced County Department of Administrative Services-Purchasing Division for performing all work necessary in accordance with the "SCOPE OF WORK" and other related documents provided herein. Please carefully read and follow the instructions.

Proposals shall be clearly marked with the Proposal Number and the Proposal Submittal Deadline Date on the outside and forwarded to:

County of Merced
Department of Administrative Services-Purchasing Division
2222 "M" Street Merced, California 95340
Attn: Kim Nausin, Purchasing Manager
Telephone: (209) 385-7513
Email: knausin@co.merced.ca.us

Proposals may also be submitted electronically in Word 2003 or PDF format, with Signature Page scanned into document and placed as first page. Required documentation (i.e. financial) should be submitted as an attached PDF file. Submit to:

bidandrfp@co.merced.ca.us

Upon submission of proposal to bidandrfp@co.merced.ca.us you will receive the following message, please retain for your records: "THIS IS TO ACKNOWLEDGE RECEIPT OF MERCED COUNTY PROPOSAL IN THE OFFICE OF ADMINISTRATIVE SERVICES FOR THE COUNTY OF MERCED."

Any Bidder who wishes their proposal to be considered, is responsible for making certain that their proposal is received in the Merced County Department of Administrative Services-Purchasing Division Office by the closing date.

PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND WILL BE RETURNED TO THE BIDDER UNOPENED.

CLOSING DEADLINE DATE: 4:00 P.M., FRIDAY, MARCH 25, 2011

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL DEPARTMENT OF ADMINISTRATIVE SERVICES-PURCHASING DIVISION TIME CLOCK READS 4:01 P.M.

All prospective bidders must comply with the [Terms and Conditions](#) listed on Merced County Web Site. Attachment A of Request For Proposal (RFP) will require written certification that the RFP is being submitted in compliance with the [Terms and Conditions](#) as stated on Merced County web page at 4:00 P.M. on date of close of RFP.

STRIVING FOR EXCELLENCE

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SUBMITTAL CHECKLIST

All items are required. This checklist is provided to assist you in ensuring you submit a complete proposal.

1. _____ Acknowledgement of Amendment(s) (If any)
2. _____ Cover Letter
3. _____ Table of Contents
4. _____ Executive Summary
5. _____ Exceptions
6. _____ Bidder's Qualifications
7. _____ Approach
8. _____ Cost Proposal
9. _____ Signature Sheet (Attachment A)
10. _____ References (Attachment B)

SECTION 1

INTENT OF THE REQUEST FOR PROPOSAL

A. INTRODUCTION

The County is seeking a qualified and experienced residential appraisal individual or company (Appraiser) to perform appraisals on an as-needed basis for the County's Neighborhood Stabilization Program (NSP). The County's NSP includes acquisition, rehabilitation, and resale of foreclosed, abandoned, or vacant single family homes within a specific targeted area in the unincorporated community of Winton.

This RFP is competitive and designed to enable the County to select the best proposal suited to perform the appraisals. The County reserves the right to reject any or all proposal responses not deemed acceptable. Selection will be primarily based on the qualifications of the Appraiser to perform the services outlined below as well as the lowest fee proposal.

B. BACKGROUND INFORMATION

The funding to acquire, rehabilitate, and resell the residential properties is provided by the U.S. Department of Housing & Urban Development (HUD) to support its efforts to reverse the effects of foreclosed properties. The County will purchase, rehabilitate, as necessary, and resell approximately 14 foreclosed, abandoned, or vacant single family homes located within a specific targeted area in Winton. The boundaries of the target area are generally Olive Avenue to the north, Walnut Avenue to the south, Chestnut Lane/North Onyx Avenue to the east, and Jones Road/Santa Fe Avenue to the west (see Attachment 1).

The selected Appraiser will be an independent contractor to the County and will be required to execute a professional services agreement or other contract form to be provided by the County.

C. CONTRACT TERM

The Contract term shall be for a period of three (3) years. The start date will tentatively commence April 18, 2011, with a scheduled completion date of April 17, 2014, contingent on appropriate and sufficient funding.

An Agreement is included as an attachment to this proposal. This agreement will become part of the final agreement with successful Bidder awarded the proposal. Any exceptions to the terms and conditions as stated herein and in the County web RFP Terms and Conditions – Contract must be identified separately. The County will execute the Agreement upon final selection of successful Bidder with the approval of the County's Board of Supervisors.

E. SCHEDULED ACTIVITIES

To the extent achievable, the following schedule shall govern the review, evaluation and award of the proposal. The County reserves the right to modify the dates below in accordance with its review process.

	<u>Activity Estimated Schedule</u>	<u>Date</u>
a.	Availability of the Request for Proposal	March 17, 2011
b.	Deadline for Submission of Interpretation and/or Written Questions in relationship to the Request for Proposal	March 23, 2011

(Note: Questions submitted after this date may not be Answered in sufficient time to be included by closing date. The closing date will not be extended for questions submitted after this date.)

- e. Closing Date for the Request for Proposal. March 25, 2011
NOTE: A list of respondents will be posted to the web at close of RFP

- f. Commencement of review of Request for Proposal by the Evaluation Committee March 28, 2011

- i. Contract Performance to Commence April 22, 2011

SECTION 2

REQUIREMENTS

QUALIFICATIONS

In addition to industry standard appraisal requirements, the selected Appraiser must meet specific requirements of the U.S. Department of Housing & Urban Development (HUD) regarding an appraisal scope of work. The description of these requirements is explained in Exhibit A. A checklist guide will be used by County staff to insure that all appraisals meet HUD and federal regulations (Exhibit B). In addition to the industry standard certifications, a HUD Certificate of Appraiser (Exhibit C) must be included in each appraisal requested by the County to meet HUD requirements specific to NSP.

SCOPE OF SERVICES

1. Perform residential appraisals on an as-needed basis for the County's NSP. Please note that the Appraiser will need to be readily available on an on-call basis as purchase contract agreements are executed for property acquisitions. See Exhibits A, B and C.
2. Analyze the existing condition of the single family residence and provide an opinion of the fair market value.
3. Provide a complete residential appraisal report including a complete set of clear, descriptive digital photographs of the interior and exterior of each property evaluated.
4. Three appraisals may be requested for each of the acquired properties by the County:
 - "As-Is" Appraisal
 - "Repaired Value" Appraisal
 - Updated "Repaired Value" Appraisal
5. The appraisals should be at a level of detail sufficient to be acceptable by lenders and should include interior property inspection by the Appraiser.
6. The appraisals must be completed within five (5) calendar days from the day requested by the County.
7. The selected Appraiser will not be allowed to subcontract out work.

SECTION 3

PROPOSED SOLUTION

All proposals must consist of the following items:

1. Professional qualifications (copy of California State Appraiser License and Certificate).
2. Individual or company history, staff experience, and resumes – all proposals shall provide a brief history of the individual or company including staff's experience, resumes, and accomplishments that are relevant to the scope of services stated in this proposal. If a company, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included.
3. Work Plan – all proposals shall provide a detailed work plan explaining how services outlined in the "Scope of Services" Section of this proposal will be delivered to the County including a staffing plan.
4. Statement of capacity and experience to represent the County in court proceedings relating to appraisals for the County (copies of certifications, if applicable).
5. Narrative description of experience with the Merced County real estate market in general, and the Winton real estate market in particular.
6. Narrative description of experience with public agencies, if any.
7. Description of the individual or company's resources to deliver services in a timely manner. If a company, please provide the names of all personnel who will be assigned to work with the County, including education and previous experience. This section should include a description of the individual or company's access to and use of computerized databases as a means of reducing costs and insuring timely delivery of services.
8. Narrative description of the proposed services, including federally approved forms that will serve as the basis for each appraisal and the time required to deliver these services.
9. Description of length of time from request to completion of appraisal.
10. Fee schedule for the proposed services on a per unit basis.
11. A minimum of three (3) relevant samples (with confidential information redacted) of such services to be reviewed for form, clarity, and thoroughness.
12. A minimum of three (3) complete references (name, title, address and phone number) whom the County may contact to verify services rendered or currently being provided. Public agency referrals are preferable.
13. Conflict of Interest Statement and Supporting Documentation – all proposals shall disclose any professional or personal financial interests which could be a possible or perceived conflict of interest in representing the County.

SECTION 4

SPECIAL PROVISIONS

INSURANCE

Prior to the commencement of work, and as a precondition to this contract, CONTRACTOR shall purchase and maintain the types of insurance as specified in the Agreement for the stated minimum limits indicated during the term of this Agreement. CONTRACTOR shall provide a certificate of insurance and endorsements naming COUNTY as an additional insured on each policy. The insurance carrier shall be required to give COUNTY notice of termination at least 10 days prior to the intended termination of any specified policy. Each certificate of insurance shall specify if CONTRACTOR has a SIR, and if so, CONTRACTOR shall be required to provide the entire policy of insurance with which it has a SIR.

NUMBER OF COPIES TO BE SUBMITTED

Please submit **one (1) original signature hard copies** to be signed in blue ink (original copies marked as such) and **three (3)** exact copies of the original.

SECTION 5

EVALUATION CRITERIA

It is the intent of the County to conduct a fair and comprehensive evaluation of all proposals received. The selection will be based upon completeness, experience with agencies, technical merit, cost competitiveness, and time to perform.

DEFINITIONS

Bidder - A person, partnership, firm, corporation, or joint venture submitting a bid proposal for the purpose of obtaining a County Contract.

Bonds –

Fidelity Bond - Also referred to as a Dishonesty Bond. A fidelity bond is a form of protection that covers the County for losses as a result of fraudulent acts by the Contractor.

Proposal Security Bond – Also referred to as Bid Security. A bond that is submitted with Bidder's proposal to compensate the County for damages it might suffer if successful bidder refuses to execute the contract that may be derived from their proposal. Generally, it is 10% of the amount of Bidder's bid as bid security.

Performance Bond – A bond to ensure completion of the project as requested under the "Scope of Work". The Performance Bond is backed by a surety who guarantees the project will be completed in accordance with the specifications of the proposal.

Payment Bond – This bond is to protect sub-contractors and suppliers. It ensures that the surety backing the bond will pay the sub-contractors and suppliers if the general contractor does not.

Closing Date/Time - The day and time the Request for Proposal must be received in the office of the Department of Administrative Services-Purchasing Division for acceptance.

Contract - Comprises the Request for Proposal (RFP), any addenda thereto, the bid proposal, and the purchase order if appropriate. The Contract constitutes the entire agreement between the County and the awarded Bidder.

Contractor - The Bidder or Vendor awarded the Contract derived from this Bid or RFP.

County - The County of Merced, a political subdivision of the State of California.

Deliverable - The physical evidence such as documentation, certification of completion, hardware/software delivery, etc. which shows that a specific work has been completed as specified in the Scope of Work.

Discount - A percentage amount allowed off invoices for prompt payment.

Evaluation Committee - A committee established to review and evaluate proposals to determine the Contract award. The committee includes representatives of the department seeking the goods or services and staff from the Department of Administrative Services-Purchasing Division.

Formal Date of Award - Effective date the Board of Supervisors take formal action to award the subject RFP to the most responsive Bidder.

Goals/Tasks - A discrete unit of work to be performed.

Joint Ventures - Two or more corporations or entities that form a temporary union for the purpose of the RFP.

May – Indicates something that is not mandatory but permissible.

Must/Shall – Indicates a mandatory requirement. A proposal that fails to meet a mandatory requirement will be deemed non-responsive and not be considered for award.

Notice of Intent to Award - Letter sent by County to all participating Bidders advising them of the date the County Board of Supervisors will hear and possibly take action in awarding the Contract to the apparent successful Bidder as recommended by the Evaluation Committee.

Objectives/Sub-Tasks - Detailed activities that comprise the actual performance of the Goal/Task. The total of all Goals/Tasks and Objectives/Sub-Tasks makes up the "Scope of Work".

Prime Contractor - The Bidder who is awarded the Contract and designated as the legal entity. The Prime Contractor will hereafter also be known as the Contractor. Any subcontracting, Joint Ventures, or other legal arrangements made by the Contractor during this project are the sole responsibility of the Contractor.

Proposal Deadline - The closing date associated with this proposal.

Proprietary – The information provided that is considered exempt from public disclosure defined as Trade Secrets under Civil Code Section 3426.1, pursuant to Public Records Act.

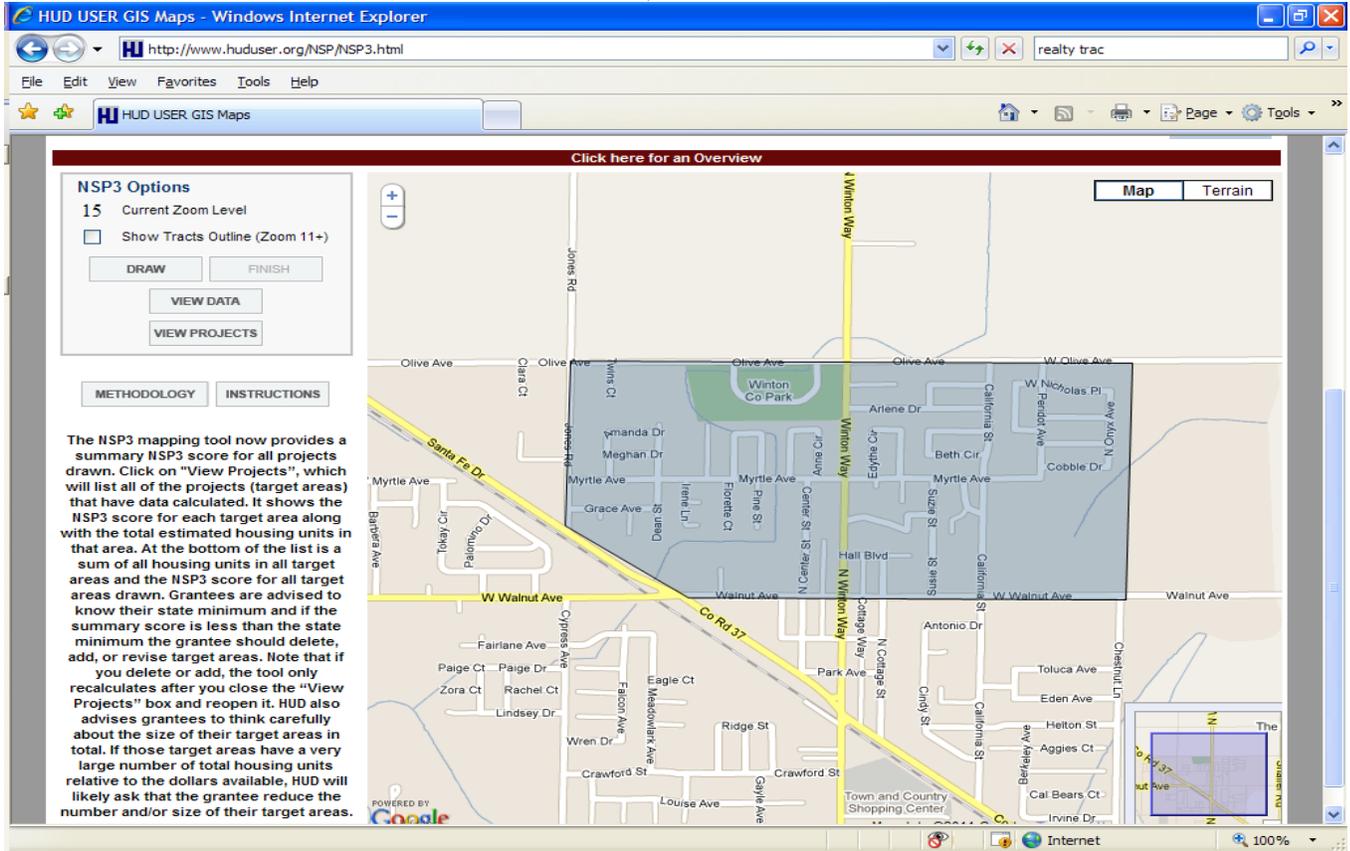
Scope of Work - The mutually agreed to document which describe tasks, dependencies, the sequence and timing of events, deliverables, and responsible parties associated with the various phases of the proposal.

Subcontractors - Any person, entity or organization, to which Contractor or County has delegated any of its obligations hereunder.

Tasks – A discrete unit of work to be done

Exhibit 1

Area Map Winton, CA



Latitude and Longitude of corner points

-120.604820 37.396755 -120.604906 37.389527; -120.619154 37.389527;
-120.622845 37.391641; -120.622501 37.396551

Census Blocks Comprising Target Neighborhood

060470005041009, 060470005041025, 060470005041024, 060470005041023, 060470005041022,
060470005041021, 060470005041020, 060470005041019, 060470005041018, 060470005041017,
060470005041015, 060470005041014, 060470005041013, 060470005041012, 060470005041011,
060470005041010, 060470005041008, 060470005041004, 060470005041005, 060470005041006,
060470005041007, 060470005042003, 060470005042030, 060470005042020, 060470005042019,
060470005042018, 060470005042017, 060470005042013, 060470005042029, 060470005042028,
060470005042027, 060470005042026, 060470005042025, 060470005042024, 060470005042023,
060470005042022, 060470005042021, 060470005042004, 060470005042005, 060470005042006

Exhibit 2

U.S. Department of Housing & Urban Development (HUD) Guide for Preparing an Appraisal Scope of Work HUD Handbook 1378, Appendix 19

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs. Appraisals subject to the URA must be prepared according to these requirements. The acquiring agency may also have additional supplemental appraisal requirements which may be attached.

The acquiring agency 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.

The scope of work is a written set of expectations that form an agreement or understanding between the appraiser and the agency as to the specific requirements of the appraisal, resulting in a report to be delivered to the agency by the appraiser. It includes identification of the intended use and intended user; definition of fair market value; statement of assumptions and limiting conditions; and certifications. It should specify performance requirements, or it should reference them from another source, such as the agency's appraisal procedural manual. The scope of work must address the unique, unusual and variable appraisal performance requirements of the appraisal. Either the appraiser or the agency may recommend modifications to the initial scope of work, but both parties must approve changes.

SCOPE OF WORK: The appraiser must, at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2(a)(3).
2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:
 - The extent of the inspection and description of the neighborhood and proposed project area,
 - The extent of the subject property inspection, including interior and exterior areas,
 - The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).
4. In the appraisal report, include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements) and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.
5. In the appraisal report, include items required by the acquiring agency, including but not limited to the following:
 - Property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - Value being appraised (usually fair market value), and its definition
 - Appraised as if free and clear of contamination (or as specified),
 - Date of the appraisal report and the date of valuation,
 - A realty/personalty report as required by 49 CFR 24.103(a)(2)(i),
 - Known and observed encumbrances, if any,
 - Title information,

- Location,
 - Zoning,
 - Present use, and
 - At least a 5-year sales history of the property.
6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
 7. Present and analyze relevant market information. (*Specific requirements for market information should be included in the agency's appraisal procedural manual and should include research, analysis, and verification of comparable sales. Inspection of the comparable sales should also be specified.*)
 8. In developing and reporting the appraisal, 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. (*If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.*)
 9. Report his or her analysis, opinions, and conclusions in the appraisal report.

ADDITIONAL REQUIREMENTS FOR A SCOPE OF WORK:

INTENDED USE: This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a Federally assisted project.

INTENDED USER: The intended user of this appraisal report is primarily the acquiring agency, but its funding partners may review the appraisal as part of their program oversight activities.

DEFINITION OF FAIR MARKET VALUE: This is determined by State law. Fair market value, however, is generally defined as the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction, and usually includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

CERTIFICATION: The appraisal shall include a certification of the appraiser (see attached sample or insert agency's certification).

ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser shall state all relevant assumptions and limiting conditions. In addition, the acquiring agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- The data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to the appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

EXHIBIT 3

GUIDE FOR NSP FUNDED APPRAISALS (49 CFR 24.103)

1. Name of Grantee: _____
2. Address of Property: _____
3. Name of Appraisal Company/Appraiser _____
4. Physical Inspection – Outside and Inside – no windshield survey only. An adequate description of the physical characteristics of the property being appraised.
 - Items identified as personal property
 - Property rights being obtained
 - A statement of the known and observed encumbrances
 - Title information
 - Location
 - Zoning
 - Present use
 - Analysis of highest and best use
 - Five year sales history
 - Verification of sales by a party involved in the transaction

 - Adequate photographs
5. A description of comparable sales (field inspection)
 - Physical characteristics
 - Legal characteristics
 - Economic factors
 - Parties to the transaction
 - Source and method of financing
 - Verification by a party involved in the transaction
 - Comparable sales are within six months
6. All relevant and reliable approaches to value consistent with Federal appraisal practices.
 - All applicable approaches to value considered and explanation of why certain approaches not used seems reasonable (See appendix a 24.103(a)(2) – in some cases an agency may choose to only require the sales approach; additionally, the income approach likely would not be applicable to most of these NSP acquisition with some exceptions of course)
 - Analysis and reconciliation of approaches supports appraisers opinion of value
7. Statement of value of real property:
 - Appraised value
 - Basis of value
 - Date of value
 - Date of appraisal
 - Signature and certification of the appraiser
 - No NSP program discount applied to appraised value

8. No consideration of 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 due to physical deterioration
9. Owner retention of improvements discussed, if any
10. Includes a definition of fair market value as determined by State law and/or "the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction" with the following similar language:
- Buyer and seller are typically motivated;
 - Both parties are well informed or well advised, each one acting in own best interest;
 - A reasonable time is allowed for exposure in the open market;
 - Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
 - The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.
11. Statement of all relevant assumptions and limiting conditions including any ones that may be required for the particular appraisal assignment, such as:
- The data search requirements and parameters that may be required for the project
 - Identification of the technology requirements, including approaches to value, to be used to analyze the data
 - Need for machinery/equipment appraisals, soil studies, potential zoning changes, etc.
 - Instructions to the appraiser to appraise the property "As is" or "subject to repairs or corrective action"
 - Information on property contamination to be provided and considered by the appraiser in making the appraisal (if applicable)

Other:

- Evidence of tenants: Yes, if so, list names. No
- HUD Appraiser Certification in File
- Appraiser met grantee's list of qualifications

Appraised Value _____	Date of Value _____	
Amount Offered _____	Date of Offer _____	% Discount _____
Final Purchase Price _____	Date of Purchase _____	% Final Discount _____

Record of Negotiations, Special Circumstances or Rationale for Purchase Price or Other Comments:

Name of Reviewer: _____.
Date _____

EXHIBIT 4

HUD CERTIFICATE OF APPRAISER

I hereby certify:

That on _____ date(s), I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds.

That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are non-compensable under the established law of said State.

That any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from the obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

That my opinion of the fair market value of the property to be acquired as of the _____ day of _____ 20__ is \$_____ based upon my independent appraisal and the exercise of my professional judgment.

Name _____ Signature _____
Date _____

(Note: Other statements, required by the regulations of an appraisal organization of which the appraiser is a member or by circumstances connected with the appraisal assignment or the preparation of the appraisal, may be inserted where appropriate.)

ATTACHMENT A

SIGNATURE PAGE

(BIDDER TO COMPLETE AND PLACE IN FRONT OF PROPOSAL)

INDIVIDUAL/COMPANY _____

ADDRESS _____
(P.O. Box/Street) (City) (State) (Zip)

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS _____

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to sign on behalf of the organization and assures that all statements made in the proposal are true, agrees to furnish the item(s) and/or service(s) stipulated in this Request for Proposal at the price stated herein, and will comply with all terms and conditions set forth, unless otherwise stipulated.

“I certify that I have read the Terms and Conditions pursuant to the submittal of a Request For Proposal (RFP) as detailed on Merced County web site and will comply with said Terms and Conditions, unless otherwise noted by exception herein, as of the date and time of close of this proposal”

Authorized Representative - Name Title

Signature Date

Business License No.: (Merced City) _____

(Merced County) _____

Professional License No.: _____

Taxpayer Identification No.: _____

ATTACHMENT B

REFERENCE LIST

(BIDDER TO COMPLETE AND RETURN WITH PROPOSAL)

List Five (5) Reference where the same or similar Scope of Work were provided

REFERENCE NO. 1 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

REFERENCE NO. 2 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

REFERENCE NO. 3 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

REFERENCE NO. 4 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

REFERENCE NO. 5 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____