

Calhoun County Land Bank Authority

Professional Service needed for the Land Bank
Authority; Including Projects Funded by Potential
NSP2 Reallocation

Request for Proposal: Appraisal Services – Amended

BID NUMBER: #04-CCLBA-2013

DATE ISSUED: June 10, 2013

DATE DUE: ~~June 27, 2013; 3:00 PM (LOCAL TIME)~~ **Amended Revised Due Date: July 3, 2013**

Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI.

Interested bidders **MUST REGISTER** their company and their intent to bid on this RFP at the Calhoun County website: <http://www.calhouncountymi.gov/vendors/registration> . If you have any questions, you can contact Leslie Obrig at 269-781-0981.

For NSP2 Projects this bid is issued as part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority
The City of Battle Creek
Calhoun County Land Bank Authority (CCLBA)

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859



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REQUEST FOR PROPOSALS – INTRODUCTION**A. Overview**

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA) for work to be done by the CCLBA; the RFP also covers the City of Battle Creek for projects that are part of the NSP2 Program and are covered by reallocated funding. The CCLBA and the City of Battle Creek invites the submission of proposals from Licensed Appraisal Companies to provide as-is appraisals and after-rehabilitation appraisals. Licensed companies with demonstrated experience in this area and an interest in making their services available to the CCLBA and the City of Battle Creek are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified to perform appraisals for all types of structures and is capable of providing the specified services. The Respondent shall be financially solvent and its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

The CCLBA is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation. Significant points will be awarded to Section 3 qualified companies.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA or any respondents. The CCLBA reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted purchasing policies and procedures for procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981 or visit [CCLBA Purchasing Policies](#).

B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work as outlined in the Scope of Services. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for appraisal services to ensure timely completion of the requested services.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of one (1) year, with the option for renewal for an additional year for all non-NSP2 projects; this contract shall run until the end of NSP2 Reallocation term for services performed under that grant. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

D. NSP2 Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

Originally, the City of Battle Creek received \$4,501,000 and the CCLBA received \$3,218,839 for a total award amount of \$7,719,839 to assist the targeted census tracts in the City of Battle Creek.

It is possible that the State of Michigan will reallocate additional funding to the CCLBA and/or the City of Battle Creek in the future.

E. NSP2 Federal Regulations

For NSP2 projects, award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds awarded through reallocation must be administered as per the official regulations.

F. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et. seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The CCLBA seeks sealed proposals from Respondents to provide appraisal services, specifically as-is and after-rehabilitation appraisals, in targeted neighborhoods and census tracts in the City of Battle Creek. (*See Appendix A – NSP2 Boundaries and Map.*) All respondents must possess the necessary qualifications to provide as-is and after-rehabilitation appraisals. Homes acquired by the Calhoun

County Land Bank Authority in general, as well as those considered for projects under the NSP2 will be foreclosed, abandoned or blighted properties in various states of disrepair.

OTHER ASPECTS TO CONSIDER:

1. Appraisers must 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. 331 *et seq.*)).
2. Respondents should indicate their ability to provide appraisals that 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):
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.

Note: 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.

Certification: The appraiser will be required to submit with each appraisal the Certification of Appraiser form or a comparable document acceptable to the City and County Land Bank. (See Appendix B)

The CCLBA is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers and through the State of Michigan tax foreclosure process for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization. Arrangements will be made by the CCLBA to schedule entry to the respective properties when necessary. Services shall be provided on an “as needed” basis; the CCLBA does not guarantee a minimum quantity.

The CCLBA reserves the right to select the contractor that best meets the CCLBA’s goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects

contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s).

WRITTEN REPORTS: The selected company shall be responsible for preparing or causing to have prepared as-is and after rehabilitation appraisals that meet the standards listed under “Other Aspects to Consider” for use by the CCLBA or in certain cases, the City of Battle Creek.

INTERESTED BIDDERS: Interested bidders MUST REGISTER their company and intent to bid on this RFP at the Calhoun County website: <http://www.calhouncountymi.gov/vendors/registration>. A copy of the questions & answers associated with this RFP will be sent out per the County’s online registration database. If you have any questions, you can contact Leslie Obrig at 269-781-0981.

ALL NON-NSP2 WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE:

- 24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors
- 24 CFR 570.611 – Conflict of Interest
- 24 CFR 85.36 – Procurement

ALL WORK COVERED BY THE NSP2 REALLOCATION SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE:

- 24 CFR 570.061 – Equal Opportunity and Fair Housing
- 24 CFR 570.602 – Affirmative Marketing
- 24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units
- 24 CFR 570.604 – Environmental Review
- 24 CFR 570.605 – National Flood Insurance Program
- 24 CFR 570.606 – Displacement, Relocation and Acquisition
- 24 CFR 570.607 – Lead Based Paint
- 24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors
- 24 CFR 570.611 – Conflict of Interest
- 24 CFR 85.36 – Procurement
- 42 USC 7401 – Clean Air Act & 33 USC 1251 – Federal Water Pollution Control Act
- 31 USC 1352 – Byrd Anti-Lobbying Amendment
- Executive Order 11246

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the CCLBA will take into consideration the experience, location of business, and costs that are being proposed by the Respondent. Proposals

should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

- Experience in providing the requested service
- Price per property in Appendix C
- Qualifications
- Completeness of Response
- Location of Business
- Section 3 Certification or MBE/WBE (Appendix D)

A. Experience and Capacity

A point system to evaluate the experience and capacity of the Respondent including locality and HUD Section 3/MBE/WBE is included in Appendix E.

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #04-CCLBA-2013 by 3:00 pm on ~~Thursday, June 27, 2013~~ **Wednesday, July 3, 2013**. Submissions sent by email will not be accepted. **Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format.** Respondents are advised to adhere to the Submittal Requirements; failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Written questions must be submitted via email kedwards@calhouncountymi.gov by **5:00 pm Monday, June 24, 2013**. Written answers will be provided to all potential bidders via email by **5:00 pm Tuesday, June 25, 2013**.

The CCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable along with your proposal:

1. a. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or
b. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
d. “Doing Business As” documentation and certificates for all other types of businesses.
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
3. Non-For-Profit Documentation if applicable
 - IRS 501(c)(3) determination
 - Articles of Incorporation
 - Corporate By-Laws
 - Listing of Board Members
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and the CCLBA in determining the Respondent’s financial condition. The CCLBA is seeking this information to ensure that the respondent has the financial stability and wherewithal to assure good faith performance.
5. Evidence of State licensed or certification in accordance with title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA (12 U.S.C. 331 et seq.)).
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project. (See Appendix F)
7. Conflict of Interest Statement & Supporting Documentation (See Appendix G): Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in providing appraisal services.

2. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide the applicable Section 3 documents or a copy of a current MBE/WBE certification letter.
3. A price for services as shown in Appendix C.
4. Section 3 qualifications.

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein and applicable objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP and can meet the capacity requirements.

QUESTIONS

Written questions must be submitted via email kedwards@calhouncountymi.gov by **5:00 pm Monday, June 24, 2013**. Written answers will be provided to all potential bidders via email by **5:00 pm Tuesday, June 25, 2013**.

SUBMITTAL DUE DATE

Responses to this RFP are due by **3 P.M. (local time) on Thursday, June 27, 2013** **Wednesday, July 3, 2013**. The prevailing clock shall be www.time.gov

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Calhoun County
CCLBA
Purchasing Department
315 W. Green St.
Marshall MI 49068
ATTN: Leslie R. Obrig

LATE PROPOSALS WILL NOT BE CONSIDERED

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to the CCLBA is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

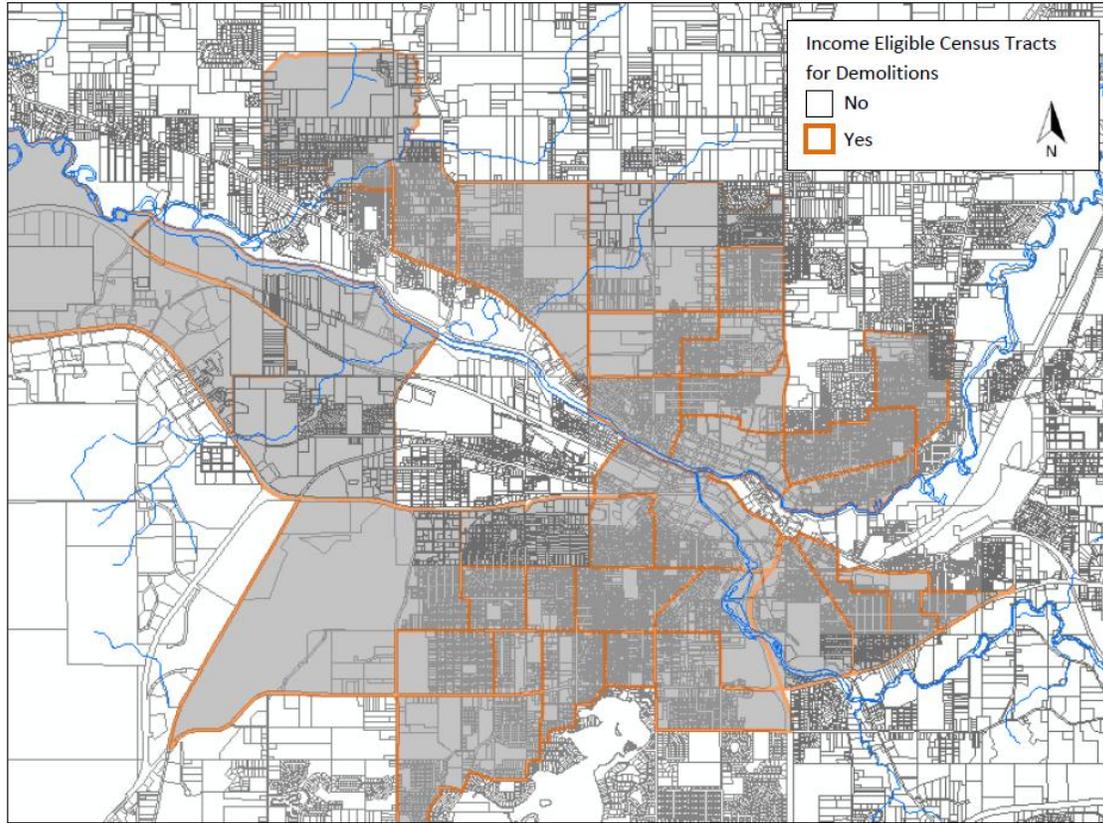


RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest (which includes items listed under “Submittal Requirements, A. Letter of Interest”).
- Certification Form Note, Signed
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
 - Please include applicable documentation
- Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents “Doing Business As.”
- Copy of State License or certification in accordance with title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA (12 U.S.C. 3331 *et seq.*)).
- Evidence of Financial Stability, which could include the following:
 - Annual report, independent audit, or a balance sheet that includes a financial review
- Pricing Proposal (Appendix C)
- Three References (See Appendix F)
- Non Collusion Affidavit, Signed and Notarized (Appendix G)
- RFP Submittal Requirements Checklist

APPENDIX A



NSP2 Eligible Census Tracts for Demolitions

APPENDIX B

CERTIFICATE OF APPRAISER - SAMPLE

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 noncompensable 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 this 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.)



APPENDIX C

Pricing

Type of Appraisal	Price
As-is Appraisal	
After-Rehabilitation Appraisal	
Combination of As-is and After-Rehabilitation Appraisals (Discounted Price)	

APPENDIX D**Section 3 Clause**

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

APPENDIX E

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing appraisal services

One (1) to five (5) years of experience Appraisals	5 Points
Five (5) to ten (10) years of experience Appraisals	10 Points

2. Experience working in the City of Battle Creek.

If a respondent submits documentation that its company has worked significantly in the City of Battle Creek, especially in NSP2 Target Areas, it may receive these additional points.	5 Points
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3. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

4. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points
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5. Section 3/MDE/WBE

Respondents meeting MBE/WBE requirements	10 Points
Respondents meeting HUD Section 3 requirements	20 Points

APPENDIX F

List of Three References (3)

Reference 1

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Budget: _____

Reference 2

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Budget: _____

Reference 3

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Budget: _____



APPENDIX G

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*

