



Request for Qualifications (RFQ) for Real Estate Appraisal Services

November 22, 2023

Contact:

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Telephone: (208) 806-7010

SUBMITTAL DEADLINE

The City of Ketchum, Idaho will accept responses electronically at tdonat@ketchumidaho.org until **December 31, 2023, 5:00 p.m. MST.**

QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Trent Donat at tdonat@ketchumidaho.org. Respondents should refrain from approaching other City of Ketchum staff or elected officials. The City is interested in establishing a fair and transparent selection process where respondents have equal access to all the information about the project.

I. INVITATION TO SUBMIT QUALIFICATIONS

Copies of the RFQ can be found on <https://www.ketchumidaho.org/rfps>

Electronic responses shall be submitted via email to Tdonat@ketchumidaho.org.

The City will respond to any questions of a substantive nature via an addendum to this RFQ. All addenda will be posted to the City's website and distributed to known holders of the RFQ.

The City reserves the right to reject any and all responses or any part thereof, to waive any formalities or informalities and further, to select the most responsive and responsible respondents, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the response deadline.

II. BACKGROUND / DESCRIPTION

The City of Ketchum's Housing Department is requesting qualifications of local appraisers to establish a pre-qualified list of up to three (3) appraisers that can provide services to the Housing Department and the Blaine County Housing Authority. Once established, the City and BCHA may select from time to time as the need arises, one or more appraisers or appraisal firms from the pre-qualified list to provide appraisal services. The list will remain in effect until the City decides to terminate it or offer a new RFQ. Inclusion on a pre-qualified list does not represent or guarantee that a firm or appraiser will receive any contract for appraisal services during the effectiveness of the list.

The City of Ketchum's Housing Department is initiating a pilot Ownership and Preservation Program, modeled on similar programs in Breckenridge, CO, Jackson, WY and other mountain resort communities. The purpose of the program is to incentivize new and existing residents to place deed restrictions on their property in exchange for financial incentives from the City, in order to promote year-round residency and homeownership opportunities for locals. Deed restrictions stay with the home and are renewed whenever it transacts, ensuring that the property is limited to occupancy and ownership by Blaine County workers and residents into the future.

The Housing Department will utilize appraisals to evaluate the fair market value of properties that are submitted for the program. Appraisal of the property will be used to determine the amount that the City will pay for a "Category Local" deed restriction that will be recorded on the property. The Ownership and Preservation Program establishes guidelines of 15%, with a maximum of \$125,000, or 30%, with a maximum of \$225,000, of the appraised fair market value for the purchase of the deed restriction, depending on the terms of the restriction. Deed restrictions with a cap on appreciation would receive more funds than those without a cap. Regardless, the appraisal would be for the current fair market value of the property, prior to recording of a deed restriction.

When applicants for the Ownership and Preservation Program submit their dwelling unit to the Housing Department for consideration, the Housing Department will review the owner's information, the unit details, and the applicant's estimation of the current property value. If determined eligible, the Housing Department will order an appraisal of the unit to determine its current fair market value. Subsequently, the appraised value will be shared with the applicant along with a price the City will offer for the deed-restriction.

Additionally, the Housing Department and/or Blaine County Housing Authority may request other appraisal services for the implementation of programs and community housing development, including evaluations of and purchases of land and residential and non-residential property. Appraisal services may also be requested for evaluating the impact of different types of community housing deed-restrictions on a property.

III. PRELIMINARY PROJECT SCHEDULE

The City anticipates the following schedule:

Milestone	Date
Posting on City of Ketchum's Website	November 22, 2023
Response Due Date	December 31, 2023
Announcement of Pre-qualified List	January 8, 2024

IV. SCOPE OF SERVICES

The appraisal assignments will vary in purpose and property type. The appraiser shall develop an opinion of value and prepare an appraisal report in accordance with industry standards that shall be in adherence with the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal firm(s) selected to the pre-qualified list should be able to produce appraisals, on an as needed basis, for the

purposes described in Section II.

For appraisals requested for the Ownership and Preservation Program, selected respondents shall produce an appraisal for the property and a short (2-page maximum) report summarizing analysis of the appraisal within 10 business days of a request from the City.

V. EVALUATION CRITERIA

Responses will be evaluated according to the following criteria:

- Relevant experience of each of the members of the appraisal firm who would be responsible for the City and BCHA's matters and a description of their qualifications.
 - o Preference for at least 3 years of experience appraising private, residential property in Blaine County, Idaho.
- Possession of an Idaho Certified Residential Appraiser license or Idaho Certified General Appraiser license from the Idaho Real Estate Appraiser Board.
- Work example and references.

VI. RESPONSE FORMAT

Responses shall be organized and contain the following information.

- Appraiser information
 - o Provide a summary of company, including information on members who would be responsible for appraisals.
- Description of relevant experience of company and team members in Blaine County, Idaho
 - o Provide evidence of any public sector experience and/or experiencing in affordable or community housing. Such experience is of interest but not required.
- Examples of Work
 - o Provide at least one example of a residential appraisal and brief report/analysis with identifying information removed.
- References (maximum of 3)
 - o References with which the team or key members of the team have worked in the last five (5) years, including appraisals of residential ownership properties such as townhomes, condominiums, and single-family residences.
- Fee Schedule. Rates will not be used as criteria for evaluation.
 - o Fees should be outlined with the costs for the services including:
 - A per property rate for the Ownership and Preservation Program appraisal and report.
 - Rates for any requests above and beyond the services outlined for the Ownership and Preservation Program.
 - Any additional reimbursable expenses