

Addendum # 1

Informal Solicitation for
On Call Appraisal Services
Solicitation # 4971

Date of Addendum # 01: July 10, 2017

The Informal Solicitation for the above named project is amended as noted in this Addendum. This Addendum consists of 1 page(s).

This Addendum lists questions received and SHA's responses (see Item 1 below).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. I noticed that your solicitation included a Complete Summary Report in the scope of work. I wish to inform you that Standards Rule 2-2 of the 2016-2017 Uniform Standards of Professional Appraisal Practice (USPAP) states that only Appraisal Reports or Restricted Appraisal Reports are allowed at this time. You can contact the Appraisal Institute at (202) 347-7722 for further clarification of this issue

Response: *SHA has verified that the USPAP 2016-2017 Edition, Standards Rule 2-2, has been updated. It reads:*

"Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report."

Question 2. One of the Evaluation Criteria in the Solicitation addresses the "Proposed price plus any reimbursable expenses." Since the cost of projects are typically on a case-by-case basis due to their complexity, should I include my per hour fee and a statement regarding reimbursable expenses?

Response: *Attached is a sample work order. Please complete the sample work order and return it with your proposal. This will be used to evaluate pricing.*

Question 3. I have gone over the solicitation and have a question in regards to pricing. Since it is part of the evaluation criteria, should we include our hourly rate in the cover letter or wait to quote each property individually, if we were to receive the contract?

Response: *Attached is a sample work order. Please complete the sample work order and return it with your proposal. This will be used to evaluate pricing.*

END OF 4971 ADDENDUM # 1

Revised 01-29-16

Sample Work Order and Rates

Form to be Completed and Returned with submitted Original Proposal

This sample Work Order (WO) will be scored as part of the Evaluation Criteria 4.

PROJECT DESCRIPTION

Provide a cost proposal for an On Call Appraisal Services for the following Sample Project:

1-acre parcel with two residential apartment buildings built in 1970. Building A has 20 units, Building B has 20 units. Each building is a two story, wood-framed structure with pitched asphalt shingle roofs.

YOUR PROPOSED TOTAL COST	\$ _____ (* include reimbursable amount)
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Note: This Proposed Total Cost for this Sample Work Order (WO) will be scored by using a Ratio of Cost process where the Proposer with the lowest price receives all the possible points, and all other proposers receive a smaller number of points based on the ratio of their price to the lowest price proposal.

Based upon the following hourly rates:

Assigned Position	Hourly Rate
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Reimbursables* \$ _____