

RFP No. 13G54
REQUEST FOR PROPOSALS FOR
APPRAISAL SERVICES FOR SMALL CLAIMS ASSESSMENT REVIEW

DETAILS

The Town of Babylon is seeking proposals from qualified individuals/firms in connection with small claims assessments review.

Services requested are to include, but not be limited to, building and vacant appraisals, professional testimony, and other related services as may be mutually agreed upon and required for the above mentioned project.

The Town of Babylon reserves the right to contract for all or part of the services requested herein, or to make no award based on the responses to this request. Incomplete proposals may not be considered.

The Town of Babylon will make available, to the winning proposer, the residential inventory in an electronic format (Excel spreadsheet). A sample is attached. The information will be made available post Final Roll. The successful vendor will need a USB, external hard drive with at least one (1) terabyte at their location, at their own cost.

NOTE: All work associated with small claims for the 2012/2013 assessment year will be completed under the existing contract with Michael Haberman Associates. All work associated with claims for the 2013/2014 assessment year will be the responsibility of the successful vendor for this RFP, No. 13G54.

INSURANCE

General and professional liability insurance in the amounts listed herein must be provided by the successful firm. The Town of Babylon must be listed as a certified holder and additional insured on the insurance certificate provided. The successful proposer must also provide the Town of Babylon with a Fidelity Bond for a minimum amount of \$100,000.00. All proposers must hold a valid New York State Appraisal License and a copy of said license(s) must be included the proposal.

TERM OF CONTRACT

The contract for this work is to be awarded on or about August 1, 2013. The term of this contract shall be for one (1) year, subject to the annual review and recommendation of the Town of Babylon, the satisfactory negotiation of terms (including a price acceptable to both the Town of Babylon and the selected company), the concurrence of the Babylon Town Board and the annual availability of an appropriation. The renewal term cannot exceed four (4) years.

FEES

Proposers are to submit their rate(s) for all matter they are assigned. Proposers are to provide a letter briefly stating the proposer's understanding of the work to be done, a statement of why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for a period of ninety (90) days.

Proposers must submit one (1) original and four (4) copies of their proposal in a sealed envelope. Proposals must be received in the Department of General Services, no later than 10:00 a.m. on Thursday June 27, 2013.

The following information must also be included with all proposals:

1. Details qualifications of the firm and individuals associated with the firm including appropriate licensing and MAI certification (if applicable)
2. Relevant prior experience with respect to performance on municipally-funded, residential property appraisals including the name of the firm and/or municipality, contact person and delineation of the scope of projects similar to those proposed for the Town of Babylon.
3. Estimated fees for each phase of work:
 - a. Property Appraisal
 - b. Professional Testimony

Provide explanation of task associated with each of the above phases. Proposed fees for this project should be computed according to phases as detailed in this proposal.

4. List of principals and employees, title and hourly rates to be involved in this project.
5. Multiplier proposed (if applicable).
6. Details regarding any pending lawsuits, any previous contracts for which the firm or individual have been found to be in default, any indictments, judgments, defaults, convictions of any principals or employees both present and past or debarment form any municipal contract.
7. Name, title, address or person to have overall responsibility for this project.
8. List of references from other related projects.
9. The firm should also list and describe the firm's professional relationships involving the Town of Babylon or any of its agencies, component units of oversight unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest to performing the project.

In addition, the firm shall give the Town of Babylon written notice of any professional relationships with the Town of Babylon or its component-units, entered into during the period of engagement.
10. The proposer should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed on a part-time basis.

11. The proposer should provide as much information as possible regarding the number, qualification, experience and training of the specific staff to be assigned to this engagement. Please indicate how the quality of staff over the term of the engagement will be assured.
12. Engagement partners, managers, other supervisory staff and specialist may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Town of Babylon. However, in either case, the Town of Babylon retains the right to approve or reject replacements.
13. Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town of Babylon which retains the right to approve or reject replacements.
14. Other personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.
15. The proposer should list all contracts it has had with the Town of Babylon over the past ten (10) years. Please list the type of work performed under each contract, when the contract was executed, the total amount of hours spent on the contract (approximate), the location of the proposer's office under each contract and the name and telephone number of the proposer's contact person.
16. List no more than five (5) engagements over the last five (5) years that the proposer performed that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date of engagement(s), engagement partners, total hours, and the name and telephone number of the principal client-contact.

NOTE: The Town of Babylon will not reimburse any firms for any costs associated with the preparation of this proposal.

All submitted proposal are subject to the approval of the Town of Babylon's liability, excess and umbrella insurers.

All proposals deemed acceptable by the Town of Babylon will be reviewed by a Review Committee comprised of Town personnel and their designees. A point systems will be used to evaluation each proposal as follows:

*Cost	30 points
*Experience and Qualifications	30 points
*Ability to perform entire scope of work	20 points
*Response to RFP	20 points

The following are the criteria that will be utilized to evaluate proposals:

- Completeness of Proposal
- Quality of Proposal
- Professional Qualifications/Qualifications related to proposal
- Understanding of scope of project
- Ability to perform entire scope of work and in required time (sufficient staff, appropriate experiences, etc.)
- Past experience with respect to performance on municipally-funded and other contracts
- Experience with the Town of Babylon and knowledge of local conditions and codes
- References

During the evaluation process, the Review Committee, reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The Town may elect to have all or some of the firms submitting proposals to make oral presentations as part of the evaluation process.

The Town of Babylon reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Babylon and the firm selected. Authorization to contract with the recommended firm is subject to Town Board approval.

Any questions or clarifications concerning this request should be sent via fax or email to:

Kathy Lynch
Town of Babylon Purchasing Dept.
200 East Sunrise Highway
Lindenhurst, New York 11757
Phone: (631) 957-7434
Fax: (631) 957-3052
klynch@townofbabylon.com

The Town of Babylon reserves the right to award this contract in part or as a whole, or make no award at all, whichever is in the best interest of the Town.