

Kentucky Housing Corporation

REQUEST FOR QUALIFICATIONS (RFQ) APPRAISAL SERVICES JULY 2013

REAL ESTATE APPRAISAL SERVICES

INTRODUCTION

Kentucky Housing Corporation (“KHC”) hereby issues a Request for Qualifications from qualified real estate appraiser and/or appraisal firms with experience in income-restricted multifamily properties to provide professional appraisal services. Responses will be evaluated, and qualified respondents will be included on the KHC Approved Appraisers List, which shall comprise the pool of appraisers eligible for selection by multifamily developers working with KHC.

KHC is the state housing finance agency and a political subdivision of the Commonwealth of Kentucky. Created by the General Assembly in 1972, KHC’s mission is to provide safe, decent and affordable housing opportunities for very low-, low- and moderate-income Kentuckians. KHC works extensively with programs of the U.S. Department of Housing and Urban Development (“HUD”), including Section 8 rental assistance, McKinney grants, the HOME Investment Partnerships Program, Rural Housing, Low Income Housing Tax Credits and various other multifamily housing programs.

RFQ Release Date	July 12, 2013
Contact Name Address Phone Fax E-mail	Joyce Fordjour Market Review/QA Specialist Kentucky Housing Corporation 1231 Louisville Road Frankfort, KY 40601 (502) 564-7630 ext. 418 (502) 564-4598 jfordjour@kyhousing.org
Deadline for Questions	July 19, 2013
RFQ Due Date Time Location	August 2, 2013 5:00 pm EDT Kentucky Housing Corporation 1231 Louisville Road Frankfort, KY 40601
Submission Requirements	Submissions must be formatted in the order requested. Please provide one (1) hard copy and one image on a CD in portable document format (.pdf).
Selection/Posting Date	Selections will be completed by August 16, 2013.

BACKGROUND

Developers use KHC resources to access various Federal and Commonwealth programs to enhance opportunities for the development of affordable housing. Federal programs include the Low Income Housing Tax Credit Program, the HOME Investment Partnership Program, Rural Housing, and various other HUD programs. Other sources of funds include the Commonwealth's Affordable Housing Trust Fund, SMAL Loans, and the Housing Assistance Fund. Guidelines of the various programs often require developers to obtain an appraisal of the project.

Developers may select an appropriate firm or individual from the KHC Approved Appraisers List. Developers will enter into a contract for services directly with the appraiser and, with the exception of questions about KHC standards and/or requirements, the developer shall be responsible for handling all issues related to the appraisal. Although the developer is responsible for engaging the appraiser, the report shall identify KHC as the intended user for the purpose of providing KHC a basis for investment and loan underwriting decisions.

SCOPE OF WORK

Appraiser shall perform the following services under contract with the developer, for the benefit of KHC:

Provide KHC with the appraised value of property and land for development of affordable housing and other purposes as determined by KHC requirements. Determination of the appraised value will be provided to KHC in a written appraisal report ("Appraisal Report") prepared and distributed in accordance with KHC Rental Funding Appraisal Requirements ([http://www.kyhousing.org/uploadedFiles/Housing_Production/Rental_Production_Programs/AppraisalRequirements\(1\).pdf](http://www.kyhousing.org/uploadedFiles/Housing_Production/Rental_Production_Programs/AppraisalRequirements(1).pdf)).

QUALIFICATIONS AND EXPERIENCE

The following requirements shall represent the qualifications for inclusion on the KHC Approved Appraisers List:

Threshold Requirements

1. Certified by the Commonwealth of Kentucky as a State Certified General Real Estate Appraiser;
2. Prior experience conducting appraisals on income-restricted properties with an understanding of affordability restrictions;
3. Demonstrated ability to determine values for income-restricted properties; and
4. Ability to determine the value of favorable financing terms for developments that might include multiple subsidies and/or below market rate loans.

Preferred Requirements

1. An active member of a nationally recognized appraisal organization, with preference for MAI designation;
2. Five years of experience in multifamily appraisals;

3. Three years of experience preparing appraisals on income-restricted multifamily properties, preferably in Kentucky;
4. Previous experience working with KHC and knowledge of KHC's housing programs; and/or
5. Ability and capacity to meet fast deadlines and expedite turnaround times.

TERM OF AGREEMENT

KHC will not enter into any agreement or contract with respondents to this RFQ. KHC's commitment is limited to including successful respondents on the KHC Approved Appraisers List. This list will be valid for at least one year. However, KHC reserves the right to remove individuals/firms from this list for any reason. Appraisers submitting a report that materially fails to comply with KHC's requirements or is unacceptable by professional standards may, at the sole discretion of KHC, be removed from the list.

COMPENSATION

Developers contracting with Appraisers for the benefit of KHC shall be responsible for negotiating the price of the contracted work.

SUBMITTAL REQUIREMENTS

Please submit the following information for consideration to be placed on the KHC Approved Appraisers List. Responses that fail to comply with the requirements of this RFQ will not be evaluated. **Please format your submission in the same order as items are listed below:**

1. Completed Application Cover Sheet (provided on the last page of this RFQ).
2. One copy of Certification by Commonwealth of Kentucky as a State Certified General Real Estate Appraiser.
3. Evidence of membership in a nationally recognized appraisal organization.
4. Resumes showing education and experience of each appraiser who will perform appraisal services together with a description of what roles each appraiser may be expected to perform.
5. Contact information for professional insurance carrier and amount of coverage carried.
6. An affordable housing client list including the name of the client, project, and size of development (number of units). At respondent's option, this list may be restricted to the most recent three years.
7. A narrative explaining at least two challenging affordable housing appraisals you completed and how the challenges were addressed.
8. Three (3) references from affordable housing developers, lenders, and/or equity investors including name, title, etc.
9. Two examples of appraisal reports prepared for income restricted multifamily projects.
10. Please identify if there are any counties/regions in Kentucky where applicant will not accept assignments. In general, it is presumed that applicants will accept assignments throughout the state.

One (1) hard copy of your proposal, including the sample appraisal reports, and an electronic copy of the entire submission on CD in .pdf format must be received at KHC's corporate office by 5 p.m. EDT, on August 2, 2013. Please direct the proposals to the attention of:

**Joyce Fordjour
Market Review/QA Specialist
Kentucky Housing Corporation
1231 Louisville Rd
Frankfort, KY 40601**

SELECTION PROCESS AND EVALUATION CRITERIA

KHC staff will evaluate submitted materials for qualifications, work quality and performance criteria. Those firms/individuals scoring most favorably will be placed on the KHC Approved Appraisers List. KHC reserves the right to interview prospective firms/individuals prior to making final selections. KHC also reserves the right to rely on information from sources other than the information submitted by respondents.

Description	Weight
RFQ Responsiveness	Pass/Fail
Qualifications	40%
Experience	30%
Work Samples	30%

PUBLIC NATURE OF PROPOSAL MATERIAL

All correspondence with KHC regarding responses to this RFQ will become the exclusive property of KHC. KHC will not disclose any part of any proposal before announcing the KHC Approved Appraisers List. However, after the list is announced, all proposals received in response to this RFQ will become public records pursuant to the Kentucky Open Records Act (KRS 61.870 *et seq.*).

The Kentucky Open Records Act provides a few narrow exceptions to the statutory disclosure requirement. If respondent believes any portion of their submission falls under one of these narrow exceptions, the excepted portions must be conspicuously noted together with an explanation of why the claimed statutory exception applies. Failure to provide such notation may result in public disclosure of private information, as KHC may not be in a position to identify all information that could legitimately be exempted from disclosure pursuant to an open records request.

QUESTIONS AND OBJECTIONS

All questions must be submitted in writing. Acceptable formats include e-mail, U.S. Postal Service, or other document delivery service. Questions will not be accepted via fax.

Written questions or objections must be as specific as possible, and must identify the RFQ section, as well as a description and rationale for the objection. KHC will determine

whether the response could have a material effect on other respondents' proposals. If so, the question and response will be distributed to all firms to which the RFQ was sent. If not, the response will be made only to the questioner. In either case, the file will be documented to reflect the result. Once the KHC Approved Appraiser List is announced, no further protests regarding the content or administration of this RFQ will be considered.

If any respondent wishes to dispute any party's inclusion/exclusion from the KHC Approved Appraiser List, the protest must be submitted in writing no later than ten (10) days after the announcement of the list, detailing the grounds, factual basis of the complaint, and providing all supporting information.

Any objection or protest filed under this section should be submitted in writing to:

Joyce Fordjour
Market Review/QA Specialist
Kentucky Housing Corporation
1231 Louisville Rd.
Frankfort, KY 40601

ADDITIONAL INFORMATION

KHC reserves the right to repeat this RFQ procedure as often as it deems necessary to maintain an adequate selection of qualified appraisers from which developers may choose. In future RFQs KHC may choose, in its own discretion, whether to require submissions of qualifications from all firms/individuals who wish to be listed, or whether submissions will only be required from firms/individuals not presently on the list but who would like to be added.

KHC reserves the right to request necessary amendments, reject all proposals, reject any proposal not meeting mandatory requirements or cancel this RFQ, according to the best interest of KHC.

SUBMISSION COVER SHEET – Appraiser RFQ
Kentucky Housing Corporation

1. Provider Information

Provider Name	
Principals	
Address	
City, State, Zip	
Primary Contact	
Phone	
Email	

2. Rent Restricted Real Estate Client References (Kentucky references are preferred.)

Reference 1	
Name	
Company/Org.	
Phone & Email	
Reference 2	
Name	
Company/Org.	
Phone & Email	
Reference 3	
Name	
Company/Org.	
Phone & Email	

3. Years of experience of provider conducting rent restricted real estate appraisals:
 _____ Years

4. This proposal, consisting of this page and all attachments hereto, represents my full and complete response to this Request for Qualifications for Appraisal Services (2013). I certify that to the best of my knowledge all information herein is true and complete. I understand that to remain on KHC’s list of approved appraisers, I must adhere to the KHC Rental Funding Appraisal Requirements ([http://www.kyhousing.org/uploadedFiles/Housing_Production/Rental_Production_Programs/AppraisalRequirements\(1\).pdf](http://www.kyhousing.org/uploadedFiles/Housing_Production/Rental_Production_Programs/AppraisalRequirements(1).pdf)) and remain informed of program updates.

Signature: _____ Date: _____

Name:	Title:
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