



TOTAL COMMUNITY ACTION, INC.

REQUEST FOR PROPOSAL NUMBER 2024-1-3

REAL ESTATE APPRAISAL
FOR
TOTAL COMMUNITY ACTION, INC.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

Sealed bids relative to the above will be received in the Office of Children Youth and Families (OCYF) 4521 Martin Luther King Blvd. New Orleans, Louisiana 70125 until **4:00 P.M.** on **MONDAY, February 5, 2024.**

Specifications and bid documents may be obtained on the TCA website at www.tca-nola.org. For help obtaining the bid documents please email Terrence Joseph at Terrence.joseph@tca-nola.org. TCA, Inc. reserves the right to reject any or all bids whenever such rejection is in its best interests in accordance with law. The provisions and requirements of this advertisement shall not be waived.

Bids can be accessed at <https://www.tca-nola.org/current-bids/>

Thelma Harris French, President/CEO

TOTAL COMMUNITY ACTION, INC.
REQUEST FOR PROPOSAL NUMBER 2024-1-03
REAL ESTATE APPRAISAL SERVICES

Total Community Action, Inc. (TCA, Inc.) is accepting Proposals for a qualified professional appraiser to conduct appraisals of twelve (12) sites located within the city.

A list of the center is found in Section A.

The selected appraiser must be an MAI appraiser. The selected MAI appraiser will not be functioning as an agent for the client or any other related parties. The selected appraiser will not be required to report a predetermined value, or direct a value that may favor the city or any related parties.

The respondents are encouraged to access public documents on file in the Community Development Department which relate to the properties.

During the evaluation process, Total Community Action Inc. reserves the right, where it may serve the organization's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

TCA reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between TCA and the firm selected.

It is anticipated the selection of an appraisal firm will be completed within one (1) week of the submittal of proposals. Following the notification of the selected firm, a recommendation and standard contract will be prepared for review and approval. TCA reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

Proposals must be responsive to TCA's request. TCA shall determine the most responsive and qualified appraiser providing the best service at the most reasonable cost. Cost alone shall not be the determinative factor.

The request for proposals does not obligate the TCA to award a contract or complete the project and the TCA reserves the right to cancel the solicitation if deemed in its best interest.

TCA, Inc. seeks to enter into a contract with one (1) qualified company for all Centers.

Businesses must have a minimum of three (3) years' experience in providing services under the nature of this contract. TCA, Inc. encourages all minority and women owned businesses to participate in the bid process.

Pre-Bid Conference: Wednesday, January 17, 2024 @11:00 am.

Bids should clearly demonstrate the Respondents qualifications, capacity, and readiness to perform the Scope of Work. Prior to execution of a contract companies/firms must be registered to do business in the State of Louisiana

and must be active and in good standing.

The Respondents shall provide one (1) complete signed hard copy of the bid in a **sealed envelope**. Bids shall be submitted **bound** in 8 1/2 X 11-inch format. Envelopes are to include in the **upper, left-hand corner** on the outside of the envelope, Company Name, Address and IFB number. Respondents shall submit responses to:

Thelma Harris French, President/CEO
Total Community Action, Inc.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

TCA, Inc. **will not** accept bids submitted by fax or email. All bids **must be received** by TCA, Inc. on or before the submission deadline. TCA, Inc. **will not** receive bids after the deadline.

Hand-carried and express mail bids may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:00 p.m. local time, Monday through Friday, excluding holidays observed by the Total Community, Inc.

TCA, Inc. reserves the right to reject any or all bids for just cause and to waive any informality in the submission process.

Substantive questions must be submitted by bidders in writing to the attention of Terrence Joseph at **Terrence.joseph@tca-nola.org** no later than five (5) days before submittal deadline. Any request received after that time may not be reviewed for inclusion in this Solicitation. All requests are to include the requester's name, address, telephone number, fax number and email address. TCA, Inc. may wish to amend, add to, or delete from the contents of this IFB. TCA, Inc. will respond by written addendum setting forth the nature of any modification to the IFB.

Bids may be withdrawn upon written request, by the Respondent, provided that written confirmation of the withdrawal is from the authorized signature of Respondent prior to the time set for the bid opening. Negligence on the part of the Respondent in preparing its bid confers no right of withdrawal or modification of its bid after the due date and time.

provide in writing the estimated time and resulting fee for approval. TCA, Inc. will then consider the nature of the additional work and the related cost and will determine whether to amend the approved contract and issue a Change Order. Payment in full will be made upon verification of completion of work.

TERMINATION:

1. The Contractor acknowledges that failure to accomplish the work as described shall be considered a material breach of the contract and entitles TCA, Inc. to consequential damages resulting from failures, acts, or omissions including but not limited to additional procurement costs, insufficient or improper work.
2. TCA, Inc. and the Contractor agree that this Agreement may be canceled for cause by either party with a five (5) day prior written notice. The cost of completing the portion of the work, which remains unperformed at the time of such termination, shall be deducted from the contract price before payment is made.
3. All work accomplished by the Contractor prior to the date of such termination, shall be recorded and documented, prior to payment for services rendered.

The Contractor shall not enter into any subcontracts, retain consultants, or assign transfer, convey or otherwise delegate its obligations without written consent and approval of Total Community Action, Inc.

CONSIDERATION OF BID: Total Community Action, Inc., reserves the right to select any part of the bid or the whole bid as well as to reject any or all bids and to waive informalities or irregularities in any bid or in the bidding process whenever such rejection is in its best interest in accordance with the law.

INSURANCE:

Provide a copy of Insurance Certificate coverage and limits. The insurance carrier must be authorized to do business in the State of Louisiana, and the insurance provided shall cover all operations under the contract, whether performed by the Contractor or subcontractors.

1. Workmen's Compensation
 2. Minimum Commercial General Liability Insurance of \$500,000 Bodily Injury and \$500,000 Property Damage to protect the Contractor and Total Community Action
 3. Minimum \$500,000 Automobile Liability
- Upon contract award, the Contractor must submit the original certificate of insurance. Original Certificates of Insurance evidencing the required coverage to be enforced on the date of contract and Renewal Certificates of Insurance if coverage has expiration or renewal date occurring during the term of this contract. The insurance policies shall provide for thirty (30) days prior written notice to be given to TCA, Inc. in the event coverage is substantially decreased, canceled or non-renewed.
 - The Contractor shall require all subcontractors to carry the insurance required herein, or the Contractor may provide the coverage for any or all subcontractors, and include, evidence of the insurance submitted shall so stipulate.
 - The contractor agrees and shall require each subcontractor to agree that insures shall waive the rights of subrogation against Total Community Action, Inc.

INDEMNIFICATION

The Contractor agrees to indemnify and hold TCA, Inc., its employees, directors and its agents harmless for, from and against any and all claims, suits, expenses, judgments, demands damages or other liabilities, including

reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons as a result of the negligent performance or non-performance of the work or failure of the Contractor to provide services pursuant to the terms of this Agreement.

DEBARMENT AND SUSPENSION

To ensure that the Total Community Action, Inc. does not enter into a contract with a debarred or suspended company or individual, each responsive bidder must include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a Federal Agency. It is the responsibility of each bidder to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified, declared nonresponsive.

MINORITY AND WOMEN OWNED BUSINESSES TCA, Inc. encourages all minority and women owned businesses to participate in the bid process. TCA, Inc. will not provide any financial advantage for minority and women owned businesses who participate, however, TCA, Inc. believes that a diverse range of supplier's benefits all.

SECTION A

**TOTAL COMMUNITY ACTION, INC.
OFFICE OF CHILDREN YOUTH AND FAMILIES
REQUEST FOR PROPOSAL NUMBER 2024-1-03
FOR
REAL ESTATE APPRAISAL SERVICES
STATEMENT OF QUALIFICATIONS**

BUSINESS NAME: _____
BUSINESS ADDRESS: _____
PHONE# _____ **FAX #** _____ **EMAIL:** _____
OFFICER NAME AND TITLE: _____
CONTRACTOR’S LICENSE NUMBER: _____

BUSINESS REFERENCES: Provide three (3) existing or completed work activities, which are like or support your ability to successfully complete the Scope of Work.

AGENCY NAME	AGENCY NAME	AGENCY NAME
CONTACT PERSON	CONTACT PERSON	CONTACT PERSON
TELEPHONE	TELEPHONE	TELEPHONE
DOLLAR AMOUNT	DOLLAR AMOUNT	DOLLAR AMOUNT
PROJECT DESCRIPTION/DATE	PROJECT DESCRIPTION/DATE	PROJECT DESCRIPTION/DATE

NAME OF RESPONDENT (PRINT NAME)

SIGNATURE

TITLE

**TOTAL COMMUNITY ACTION, INC.
OFFICE OF CHILDREN YOUTH AND FAMILIES
REQUEST FOR PROPOSAL NUMBER 2024-1-03
FOR
REAL ESTATE APPRAISAL SERVICES
NON-COLLUSIVE AFIDAVIT**

(Respondent)

STATE OF: _____

CITY/COUNTY OF: _____

_____ Being duly sworn deposes and says:

NAME (PRINT)

That he/she is _____

(A partner or officer of the firm of, etc)

The party making the foregoing Proposal, affirms that such Proposal is genuine and not collusive or sham: that said Offeror has not colluded, conspired, connived or agreed, directly or indirectly with any Offeror or other person, to put in a sham Proposal, or to refrain from Proposing, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the Proposal price for affiant or any other Offeror, or to fix any overhead, profit or cost element of said Proposal price for affiant or that any other Offeror, or to secure any advantage against Total Community Action, Inc. or to secure any personal interest in the proposed contract(s), and that all statements in said Proposal are true.

Signature of Respondent if an individual: _____

Signature if a Partner/Partnership: _____

Signature if Officer of a Corporation: _____

Subscribed and Sworn to before me

This _____ day of _____ 20_____

Notary Public Signature: _____

Notary ID#/Bar Roll#

My Commission Expires: _____

TOTAL COMMUNITY ACTION, INC.
OFFICE OF CHILDREN YOUTH AND FAMILIES
REQUEST FOR PROPOSAL NUMBER 2024-1-03
FOR
REAL ESTATE APPRAISAL SERVICES
CERTIFICATION OF CONTRACTOR NON-EXCLUSION

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S.38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- a) Public bribery
- b) Corrupt Influencing
- c) Extortion
- d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- a) Theft
- b) Identity theft
- c) Theft of a business record
- d) False accounting
- e) Issuing worthless checks
- f) Bank fraud
- g) Forgery
- h) Contractors; misapplication of payments
- i) Malfeasance in Office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid award pursuant to the provisions of LA R.S. Title 38 Chapter 10- Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, TCA, Inc. shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of or have not entered a plea of guilty or nolo contendere to any of the crimes listed above or equivalent crimes.

RESPONDENT (PRINT NAME, TITLE)

(DATE)

(SIGNATURE)

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