

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 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 16 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.

SCOPE OF SERVICES:

To aid in the consummation of a sale as of a specified date the TCA must obtain an accurate market value for the subject properties it owns. In the scope of this assignment, the appraiser must:

- Identify and explain the chosen method of the appraisal of vacant land taking into consideration location, zoning, topography, access, public improvements and all other factors
- Inspect and photograph the property being appraised;
- Secure and evaluate information relating to land characteristics, zoning, access, utilities which the TCA will make available;
- Study area land uses, demographics, and market supply-demand characteristics;
- Research recent and similar property sales and rents, and land sales within the appropriate market area and form an opinion of the highest and best use for the appraised property;
- Interview persons considered informed regarding the subject and similar properties, including various real estate professionals and
- Develop an opinion of market value using appropriate appraisal methodology with reporting of the appraisal results in an Appraisal Report, as specified in USPAP.
- Deliverables
- Two complete copies of the separate Appraisal Report for each site listed above in hard copy form, and a flash drive with the separate electronic Appraisal Reports.

Project Schedule

TCA will not give verbal answers to clarifications regarding information in this RFP, or verbal instructions prior to the submission deadline. All clarifications shall be submitted in writing. A verbal statement regarding same by any person shall be non-binding. TCA is not liable for any increased costs resulting from the firm accepting verbal directions.

Below is a desired schedule for initiation of this project; however dates may be subject to change and adjusted as necessary.

RFP Issued January 3, 2024
Deadline for submitting questions by email Responses to Written Questions February 1, 2024
February 1, 2024

Proposal Submittal Deadline February 5, 2024 at 4:00 p.m.

Contract award (no later than)

As soon as practical

INVOICING

Invoices shall be submitted to the Office of Children Youth and Families, Attention: Operations Manager. Invoices must be signed by a TCA, Inc. representative confirming services were provided. Invoices shall provide an invoice number, service date, description of service provided, and the name/title of employee(s) who rendered the services. Invoices must be submitted on the Contractor's own invoices.

COMPENSATION AND PAYMENT:

If extraordinary or unusual circumstances are encountered, which makes it necessary for the Contractor to perform added work beyond the scope originally agreed upon, before beginning such work, the President/CEO and Operations Manager of Total Community Action, Inc. must be immediately notified. The contractor must

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:

- 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.

<u>CONSIDERATION OF BID:</u> 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			
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TOTAL COMMUNITY ACTION, INC. OFFICE OF CHILDREN YOUTH AND FAMILIES 4521 MARTIN LUTHER KING JR. BLVD NEW ORLEANS, LA 70125 REQUEST FOR PROPOSAL NUMBER 2024-1-03 REAL ESTATE APPRAISAL SERVICES

Carrollton-Dunbar Head Start Center	Diana Head Start Center	Pearlie H. Elloie Head Start Center
9301 Colapissa Street	2144 Pace Blvd.	3029 Wall Blvd.
New Orleans, LA 70118	New Orleans, LA 70114	New Orleans, LA 70114
(504) 325.5818 Ext. 1560	(504) 325.5800 Ext. 1541	(504) 325.5807 Ext. 1550
Gentilly East Head Start Center	Hope Early Head Start	James Singleton Head Start Center
4347 Reynes Street	4521 Martin Luther King Blvd	14441 Curran Rd.
New Orleans, LA 70126	1 st Floor	New Orleans, LA 70128
(504) 325.5827 Ext. 1570	New Orleans, LA 70125 (504) 459-4820	(504) 325.5839 Ext. 1581
Magic Street at Fabourg Lafitte Head	TCA Head Start at Mahalia	St. David Head Start Center
Start Center	Jackson	1230 Lamanche Street
2101 Lafitte Street	2405 Jackson Avenue	New Orleans, LA 70117
New Orleans, LA 70112	New Orleans, LA 70113	(504) 459-4845 Ext. 1520
(504) 577.2142	(504) 359.6891	
Viet	Viney Reynolds at Marrero	Dr. Peter W. Dangerfield Head Start
13435 Granville Street	Commons	Center
New Orleans, LA 70129	3501 Erato Street	1402 Norman C. Francis Pwky
(504) 516.2416	New Orleans, LA 70125	New Orleans, LA 70125
	(504) 459.4848 Ext. 1531	(504)-459.4821
ACKNOWLEDMENT OF ADI		
	ADDENDA#	ADDENDA# ADDENDA#

(SIGNATURE)

RESPONDENT (PRINT NAME, TITLE)

(DATE)

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 #EMA	IL:
OFFICER NAME AND TITL	Æ:	
CONTRACTOR'S LICENSE	NUMBER:	
	Provide three (3) existing or completed essfully complete the Scope of Work.	l work activities, which are like
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/I	DATE PROJECT DESCRIPTION/DATE
NAME OF RESPONDENT (F	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
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
Thisday of20
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

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 contender to any of the crimes listed above or equivalent crimes.

RESPONDENT (PRINT NAME, TITLE)	(DATE)	
(SIGNATURE)		

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