

**Request for Proposals
For
Commercial Appraisal Services for the Town of St. Albans**

I. OVERVIEW

The Town of St. Albans is issuing this Request for Proposals (“RFP”) for commercial appraisal services for Town owned property located on Brigham Road in the Town of St. Albans.

II. BACKGROUND

The Town of St. Albans seeks to hire a qualified commercial appraisal service provider to determine the fair market value of a 6 acre lot located on the Town owned lot near 216 Brigham Road. This RFP is the means for prospective providers to submit their qualifications and provide a complete scope of work to be performed by the appraiser. Use of the appraisal will be to determine a fair market value for the purpose of potential sale to prospective buyer.

III. REQUIREMENTS

Terms of Agreement

The selected provider will be expected to enter into a written agreement with The Town of St. Albans. Included in the agreement shall be the fee, date when the appraisal will be submitted, extraordinary assumptions or hypothetical conditions that will be included in the report.

Attachments: A copy of the GIS overlay is included a rail spur is included in the parcel.

Required Services to be provided:

- Complete an appraisal of a 6 acre lot to be used for future business.

Optional Services

Please provide a list of optional services and their fees:

Costs: _____

Costs: _____

Costs: _____

Other _____

IV. INFORMATION TO BE INCLUDED IN PROPOSAL

You may also provide as part of your proposal any other information, proposals, concepts, etc. that have not been explicitly requested in this section.

V. INSTRUCTIONS TO PROPOSERS

All inquiries concerning this Request for Proposals and submissions in response to this RFP must be mailed or emailed to:

Town of St. Albans
Attn: Jennifer Gray
P.O. Box 37
St. Albans Bay, VT 05481
802.524.7589 ext. 107
j.gray@stalbanstonwn.com

The Town reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded.

Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the Town may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; (3) establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

Time and Place for Submission of Proposals

All proposals must be received by mail or hand delivery no later than **2pm, Friday, November 9th, 2018**, at the town offices, PO Box 37, St. Albans Bay, VT 05481, Attention: Jennifer Gray. The proposal submitted must be clearly marked: **“PROPOSAL FOR COMMERCIAL APPRAISAL SERVICES”**

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages. Larger pages folded to 8.5 x 11 inches and pocket inserts are acceptable. Two (2) copies and one reproducible copy must be provided.

Key Dates

RFP Issued:	Monday, October 29TH, 2018
Proposals Due:	Friday, November 9th, 2018 @ 2pm
Contract Negotiations:	Following receipt of proposals
Contract term to begin:	Upon execution of contract

These dates are subject to change in the sole discretion of the Town with reasonable notice given to respondents.