

# REQUEST FOR QUALIFICATIONS

Real Estate Due Diligence Vendors  
Appraisal Services

July 22, 2019



**INVESTATLANTA**  
Atlanta's Development Authority

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**ADDENDUM # 1**  
**to that certain Request For Qualifications (“RFQ”) of**  
**The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”) issued on June 21, 2019**  
**and relating to Appraisal Services**

**Addendum Date: July 22, 2019**

The following changes, additions, and/or amendments are made to the RFQ as of the Addendum Date. All capitalized terms not defined herein shall have the meanings ascribed to them in the RFQ.

**The RFQ is hereby amended as follows:**

1. The first sentence of the Section titled “**RESPONSE DEADLINE**” deadline is hereby amended and restated as follows:

“Proposals must be submitted in hard copy (one original and three copies) and on CD in Portable Document Format (PDF) by no later than **5:00 p.m., Friday, August 9th, 2019.**” THE REMAINDER OF THE SECTION TITLED “RESPONSE DEADLINE” IS UNCHANGED.

2. The Section titled “**Selection Timeline**” is hereby amended and restated in its entirety as follows:

**SELECTION TIMELINE**

Invest Atlanta will review responses in accordance with the evaluation criteria outlined above. Invest Atlanta reserves the right to request additional information from some or all respondents. The following is an approximate schedule, subject to modification:

- |  |   |
|--|---|
| • Monday, July 22, 2019                | RFQ Re-released   |
| • Friday, August 2, 2019               | RFQ inquiries due to Invest Atlanta                     |
| • Wednesday, August 7, 2019            | Responses to inquiries posted on Invest Atlanta website |
| • Friday, August 9, 2019               | RFQ Responses due to Invest Atlanta                     |
| • Monday/Friday, August 12-15-29, 2019 | Interviews with shortlisted applicants                  |
| • Monday September 2, 2019             | Notification of selected applicant                      |

[END OF SECTION “SELECTION TIMELINE”]

[END OF SECTION NEW SECTION “MBE/FBE/SBE PARTICIPATION”]

[END OF ADDENDUM #1]

## **INTRODUCTION**

The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”) is soliciting responses to this Request for Qualifications (“RFQ”) for interested and qualified Vendors to provide real estate due diligence services on its behalf in connection with multiple acquisition efforts including residential and commercial parcels. Service lines will include **Appraisal Services**.

## **BACKGROUND**

Invest Atlanta was created by virtue of the Development Authorities Law, activated by a resolution of the City Council of Atlanta, Georgia. It operates as a public body corporate and politic of the State of Georgia specifically being established to promote the revitalization and growth of the City of Atlanta (the “City”). Invest Atlanta serves as the City’s redevelopment agent pursuant to the Redevelopment Powers Law. Its purpose is to implement redevelopment initiatives within the City’s ten tax allocation districts (“TADs”) as well as perform all business creation, attraction, and retention functions on behalf of the City.

## **OBJECTIVES**

Invest Atlanta is soliciting responses from interested and qualified Vendors to provide real estate due diligence appraisal services on its behalf in connection with multiple residential and commercial acquisition efforts. Vendors should have demonstrated knowledge and experience working with residential and commercial parcels. Vendors must be qualified to prepare a self-contained appraisal for each property as requested by Invest Atlanta point of contact. All appraisals will comply with the Uniform Standards of Professional Appraisal Practice (USPAP) and the Substantive Regulations and Standards for Appraisal (SRSA), as amended.

## **TERM OF CONTRACT**

Upon completion of the RFQ evaluation process, Invest Atlanta and the selected Vendors will negotiate a detailed scope of work, comprehensive of all potential services. The initial term of the contract is anticipated to be a period of one year with a possible extension renewed annually depending on the Vendor’s performance and the need for future services. This contract will be subject to future amendments by Invest Atlanta depending on the changing needs of services. Invest Atlanta anticipates the selected Vendors will begin work in September 2019.

## **RESPONSE COMPONENTS**

All qualifying Proposals must include the following components:

- A. **Cover Letter** – A signed letter stating the project understanding and summarizing team members and qualifications for project selection and execution. Please include the service line(s) the Vendor is responding to.
- B. **Firm & Team Description** – An organizational chart defining roles of team members. A firm description and bios describing training, education, relevant experience for each team member. Invest Atlanta welcomes the collaboration of potential partnerships by multiple firms. Firm & Team Descriptions should, at a minimum, include the following information:
  - a. Firm location and appraiser license number
  - b. How many dedicated resources would you assign to work on the Invest Atlanta account?
  - c. Who will be the single point of contact? What percentage of time will he/she dedicate to this account?
  - d. A list of any litigation the firm was involved in during the last five (5) years, including a description of any current, pending or threatened litigation.

- e. A disclosure statement listing all potential conflicts of interest related to this project. This disclosure statement must be addressed specifically in your response, even if no conflict exists.
- f. Two years of audited balance sheet and income statement.
- g. An overview of the firm's relationships with female-owned business enterprises, minority-owned business enterprises or small business enterprises. Please indicate if any proposing firm or joint venture partner is certified under any of these categories by the City.

**C. Project Qualifications** - Provide the following information for three (3) current or recently completed projects where the applicant has successfully fulfilled the respective service to be provided:

- a. Project Name
- b. Project Location
- c. Project Scope and Description
- d. Project Methodology
- e. Contract Amount
- f. Contract Type (i.e., lump sum, guaranteed maximum price, etc.)
- g. Actual or Expected Completed Date
- h. Detailed description of the scope and results of such services
- i. Project Turnaround Timing
- j. Project references and contact information

**D. Scope of Work** – A description of the Vendor's ability to manage and execute potential services in a timely and efficient manner, including firm's capabilities and anticipated approach to the project. Please describe the tools, methods, and frameworks that the Vendor plans to utilize to accomplish the identified goals. Include all resources that will be required from Invest Atlanta and/or the City.

**E. Compensation/ Fee-** Please provide a proposed compensation schedule based on respective service to be provided. The Vendor's compensation shall include all things, personnel, and materials necessary to provide all research, recommendations, studies, conferences, presentations, written documents, designs, specifications, details, drawings, issuance of certificates for payment, review of documents, inspections, supervision, and approval of work, preparation of addendums, change orders, work acceptance as necessary to accomplish specific service.

**F. E-Verify and SAVE Affidavit (Exhibit D)**

**G. Attachment: Articles of Incorporation, EIN, Business License for the City of Atlanta**

### **EVALUATION CRITERIA**

Responses to this RFQ will be evaluated based on the following criteria (Total Maximum of 100 pts.):

- **Project Understanding (10 pts.)** – Demonstrated understanding of project objectives, neighborhood context, and existing city and community initiatives.
- **Team Qualifications and Experience (30 pts.)** – Demonstrated educational and technical background of Vendor's Team. Knowledge of local and national best practices in service provided. Demonstrated successful experience working with clients on multiple assignments based on respective service to be provided. Professional and business licenses provided.
- **Compensation/ Fee (30 pts.)** – Demonstrated competitive compensation based on skill and experience.

- **Proposed Scope of Work (30 pts.)** – Demonstrated ability to develop a strategic work plan and approach to represent Invest Atlanta in its due diligence services in a timely and efficient manner.

**RESPONSE DEADLINE**

Proposals must be submitted in hard copy (one original and three copies) and on CD in Portable Document Format (PDF) by no later than 5:00 p.m., July 22, 2019. Responses should include all identified components. Responses received after this time and date will not be considered. Please address responses to:

William Smith  
Real Estate Coordinator, Community Development  
Invest Atlanta  
133 Peachtree Street, Suite 2900  
Atlanta, Georgia 30303  
[wsmith@investatlanta.com](mailto:wsmith@investatlanta.com)

## **INQUIRIES**

All inquiries regarding this RFQ must be received in writing via email. Questions should be submitted to:

William Smith  
Real Estate Manager, Community Development  
Invest Atlanta  
133 Peachtree Street, Suite 2900  
Atlanta, Georgia 30303  
[wsmith@investatlanta.com](mailto:wsmith@investatlanta.com)

All such written inquiries must be delivered by 5:00 p.m., July 5, 2019. All inquiries and Invest Atlanta's responses to those inquiries will be posted on Invest Atlanta's website.

## **CONSULTANT SELECTION TIMELINE**

Invest Atlanta will review responses in accordance with the evaluation criteria outlined above. Invest Atlanta reserves the right to request additional information from some or all applicants. The following is an approximate schedule, subject to modification:

- |                           |   |
|---------------------------|---|
| • Friday, June 21, 2019   | RFQ released  |
| • Friday, July 5, 2019    | RFQ inquiries due to Invest Atlanta                     |
| • Monday, July 15, 2019   | Responses to inquiries posted on Invest Atlanta website |
| • Monday, July 22, 2019   | RFQ Responses due to Invest Atlanta                     |
| • M-F, August 5-9, 2019   | Interviews with shortlisted applicants                  |
| • Friday, August 16, 2019 | Notification of selected applicant                      |

## **TERMS AND CONDITIONS**

All responses and supporting materials as well as correspondence relating to this RFQ become property of Invest Atlanta when received. Any proprietary information contained in the Proposal should be so indicated. However, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored.

- A. All applicable Federal and State of Georgia laws, City and Fulton County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondents throughout and incorporated herein.
- B. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- C. No Proposal shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondents shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- D. Proposers shall provide the information and affidavits required for compliance with the requirements of E-Verify and SAVE (See **Exhibit A**).
  - i. E-Verify. Vendor must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your

continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta. To the extent there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into sub-contracts. In turn, should there be second tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits from those second-tier subcontractors.

- ii. SAVE Affidavit. In addition to E-Verify, Invest Atlanta is required by the SAVE (Systematic Alien Verification for Entitlements) Program to verify the status of anyone who applies for a public benefit from Invest Atlanta. Benefits are defined by state statute, O.C.G.A. §50 36 1, by federal statute, 8 U.S.C. §1611 and 8 U.S.C. §1621, and by the Office of the Attorney General of Georgia. Contracts with Invest Atlanta are considered “public benefits.” Beginning on January 1, 2012, any person obtaining a public benefit must show a secure and verifiable document and complete the attached SAVE Affidavit. Acceptable documents have been identified by the Office of the Attorney General. Those lists may be found at: <http://law.ga.gov>

#### E. Professional Services Insurance Requirements

##### Statutory Worker’s Compensation Insurance

##### Comprehensive General Liability Insurance

- (a) \$2,000,000 limit of liability per occurrence for bodily injury and property damage

Professional Liability Insurance – Professional Liability Insurance Limit \$1,000,000 per Occurrence / \$2,000,000 per aggregate.

- Insurance company must be authorized to do business in the State of Georgia
- Dedicated Limits per Project site or Location (CG 25 03 or CG 25 04 or some other form)
- Additional insured shall be shown as: Invest Atlanta, and the City of Atlanta
- The cancellation provision should provide 30 days’ notice of cancellation.
- Insurance Company, except Worker’s Compensation carrier, must have an A.M. Best Rating of A-6 or higher. Certain Worker’s Comp funds may be acceptable by the approval of the Risk Management Division. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor’s broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best’s rating of A-6 or better. Insurance Company must be licensed to do business by the Georgia Department of Insurance.
- Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name and if applicable, project/bid number.
- The Vendor shall agree to provide complete certified copies of current insurance policies if requested to verify the compliance with these insurance requirements.
- All insurance coverage required to be provided by the Vendor will be primary over any insurance program carried by Invest Atlanta or the City.
- Vendor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier and shall require each and every Subcontractor of any tier to comply with all such requirements. Vendor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required insurance shall be procured and maintained by Vendor at Vendor’s expense.
- No Vendor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Invest Atlanta as to form and content has been filed. The

Accord Certificate of Insurance or a pre-approved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute.

- The Vendor shall agree to waive all rights of subrogation against Invest Atlanta, the City, their officers, officials, employees, and volunteers from losses arising from work performed by the Vendor for Invest Atlanta.

The Vendor shall make available, through its records or records of their Insurer, information regarding a specific claim. Any loss run information available from the contractor or their insurer will be made available to Invest Atlanta upon their request.

### ***Equal Business Opportunity (EBO) Plan***

- a) Invest Atlanta strongly encourages that all Respondents provide opportunities for diverse businesses that includes, Minority Business Enterprises (“MBE”) or Female Business Enterprises (“FBE”), known collectively as “MFBE,” and Small Business Enterprises (“SBE”), as defined by the City of Atlanta Code of Ordinances, to participate as joint venture partners, contractors, sub-contractors or mentor-protégé relationships in the redevelopment of the Atlanta Civic Center. It is a top priority throughout this RFQ process to promote full and equal business opportunities for all persons and business entities doing business with Invest Atlanta.
- b) Each RFQ response shall consider the City’s Equal Business Opportunity (“EBO”) Program and offer a plan to use good faith efforts to propose development teams comprised of diverse team members performing commercially useful functions. Respondents who establish a joint venture or partnership relationship with certified MFBEs/SBEs should describe the nature and scope of that relationship, including the proposed allocation of commercially useful duties and responsibilities, as well as the proposed economic arrangement between the firms.
- c) All MFBEs and SBEs qualified to meet the goals and objectives of this RFQ in its entirety are encouraged to submit a response. MFBEs or SBEs must be certified and registered with the City’s Office of Contract Compliance MFBE Register prior to the submittal of the Response to the RFP. An SBE must be registered with the City.
- d) Firms interested in obtaining applications for certification should contact the **City of Atlanta – Office of Contract Compliance (MFBE)**: Larry Scott, Director, Office of Contract Compliance, 55 Trinity Avenue, Atlanta, Georgia 30303, Tel: 404.330.6010, Fax: 404.658.7359, email: [lscott@atlantaga.gov](mailto:lscott@atlantaga.gov).



**EXHIBIT A**

**CONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(1)**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, et seq. (the “Act”) and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the “Rules”), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with Invest Atlanta of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with the Act and the Rules through the subcontractor’s execution of the subcontractor affidavit provided below.

The undersigned contractor further agrees to provide a copy of each such affidavit to Invest Atlanta at the time the subcontractor(s) is retained to perform such services and to maintain copies of all such affidavits for no less than five (5) years from the date provided to Invest Atlanta and otherwise maintain records of compliance with the Act and the Rules as required.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Employment Eligibility Verification (E-Verify)  
User Identification Number

\_\_\_\_\_  
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 (the “Act”) and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the “Rules”), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor) on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned subcontractor further agrees that it will contract for the physical performance of services in satisfaction of the Contract only with sub-subcontractors who present an E-Verify Affidavit to the undersigned subcontractor with the information required by the Act and the Rules. The undersigned subcontractor will forward notice of the receipt of an E-Verify Affidavit from a sub-subcontractor to the Contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received a E-Verify Affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the Contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Employment Eligibility Verification (E-Verify)  
User Identification Number

\_\_\_\_\_  
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**SAVE AFFIDAVIT IN ACCORDANCE WITH O.C.G.A §50-36-1(e)(2)**

**INVEST ATLANTA AFFIDAVIT  
VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT**

By executing this affidavit under oath, as an applicant for a contract with Invest Atlanta, or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I state the following with respect to my application for a public benefit from Invest Atlanta:

For: \_\_\_\_\_.

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) \_\_\_\_\_ I am a United States Citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or

**OR**

3) \_\_\_\_\_ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

**All non-citizens must provide their Alien Registration Number below.**

\_\_\_\_\_  
Alien Registration number for non-citizens

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. **The secure and verifiable document provided with this affidavit is:**

\_\_\_\_\_  
In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name:

Sworn to and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



**All contractors, consultants, suppliers, proponents or prospective contractors, consultants, suppliers or proponents are asked to complete the following form. Please return the form in a separate, sealed envelope, clearly marked "CONTRACTOR DATA COLLECTION" and your company or firm name to the IA Director of Compliance at [compliance@investatlanta.com](mailto:compliance@investatlanta.com).**

## Diversity and Equity Certification Form

The Atlanta Development Authority d/b/a Invest Atlanta ("Invest Atlanta") is committed to monitoring the participation of businesses owned and operated by diverse persons in its procurement of services and goods. It is imperative that potential vendors and consultants provide the requested information and return this form to Invest Atlanta's Director of Compliance as part of any purchasing process.

Vendor/Consultant Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Address City State Zip Code

A **Minority Business Enterprise** is defined as being **at least 51% owned and controlled** by one or more of the following categories: African American, Asian American, Hispanic American, or Native American. A **Female Business Enterprise** is defined as being **at least 51% owned and controlled** by one or more women. A **Disabled Veterans' Business** is defined as being **at least 51% owned and controlled** by one or more service-disabled veterans

1. Check ALL categories that apply to your business entity. Indicate N/A if no categories are applicable.  
 African American Business Enterprise       Asian American Business Enterprise  
 Hispanic American Business Enterprise       Native American Business Enterprise  
 Non-minority Female Business Enterprise       Not Applicable
2. Check ALL categories that apply to any subcontractors to be used for the current procurement. Indicate N/A if no categories are applicable *or* if all work will be self-performed.  
 African American Business Enterprise       Asian American Business Enterprise  
 Hispanic American Business Enterprise       Native American Business Enterprise  
 Non-minority Female Business Enterprise       Not Applicable
3. Check ALL categories that apply to your business entity. If "Yes", please provide a copy of the verification letter from the U.S. Department of Veteran Affairs, Center for Veterans Enterprise.  
 Veteran Owned Business       Service Disabled Veteran Owned Business       Not Applicable
4. Has your business been awarded certification as an M/FBE, or a DBE (whether SBA 8(a), DOT, or other) with another governmental agency, department, or authority?  Yes  No If yes, then please provide a copy of your certification letter or certificate.
5. Is your principle place of business located in the 20 County metro Atlanta area?  Yes  No  
(Barrow, Bartow, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Newton, Paulding, Rockdale, Spalding, Walton)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
(Must be senior management level)

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_