



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES**

(29 Del.C. §6981)

Agreement No. 1600

REAL ESTATE APPRAISAL

PROJECT DESCRIPTION

The purpose of this procurement is to select an appraiser to assist DelDOT's Real Estate Section with internal planning and/or negotiations in connection with the property located at Patriot's Landing in Millsboro, Delaware. The successful appraiser must hold a Certified General License, and submit detailed information listing actual work experience in appraising a multi-use subdivision.

The successful candidate will be required submit a price and availability proposal for this task, and must provide a valid Delaware Business License in order to receive payment for services rendered on this assignment.

ADDITIONAL INFORMATION

The property contains approximately 158 acres of land, and was in the process of annexation into the Town of Millsboro (as of December, 2007) with a rezoning to traditional neighborhood development (mixed use). There is a conceptual development plan for the property indicating 600 to 910 dwelling units and 220,000 square feet of commercial space known as Patriot's Landing.

An assignment plan for this property is included as Attachment A.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, December 13, 2011.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. Appraisers wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator
Contract Administration
Delaware Department of Transportation
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**

There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection

3. **The Consultant shall submit four (4) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
4. **In order to comply with the State of Delaware’s Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as “Redacted Copy” and submitted along with the other six copies. Firms should review Delaware’s Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website www.deldot.gov and Section 10002(g) “Public record” of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
5. **Joint venture** submissions will not be considered.
6. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

RATING CRITERIA

Major factors/criteria for selection of candidates:

- a) Qualifications/Licensing
- b) Appraisal work experience
- c) Project understanding/scope of work

NOTE: Selection Committee membership appointments are confidential.

QUESTIONS

Questions regarding this RFQ should be submitted via email. Questions received and the Department’s response will be provided on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>

CONTACTS

Questions concerning submissions and procedures may be obtained from: Wendy B. Henry, Consultant Control Coordinator, Telephone: (302) 760-2531. E-mail address: wendy.henry@state.de.us.

OVERVIEW OF SELECTION PROCESS

The Expressions of Interest will be used to determine selection of the successful candidate.

The Department's Professional Services Procurement Manual may be viewed [here](#). At the completion of the selection process, the successful candidates will be required to sign an AGREEMENT which will provide general guidelines for services required.

EXPRESSION OF INTEREST REQUIREMENTS

The Expression of Interest submission should be tabbed and collated in the following order:

1. Please submit the mailing address, phone number, and an e-mail address for the contact person. Future contacts by DelDOT will be done via e-mail, whenever possible.
2. A statement of the applicant's desire to perform the requested appraisal work for DelDOT.
3. List your current Certified General Appraiser license number (i.e.; X1-0000000).
4. A listing of the appraiser's experience and qualifications.
5. Proposed Scope of Work for the assignment.
6. A copy of the appraiser's current license.
7. References. Submit three (3) references, limited to one (1) page – single side of a sheet of paper. Provide a minimum of three clients, addresses and verified phone numbers and contact persons.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation
State of Delaware
By: Shailen P. Bhatt
Secretary
Dover, DE
November 14, 2011

Assignment Plan

Project Name:	Patriots Landing; Millsboro, Delaware
Project Number:	US 113 North-South Study
Parcel Number:	133-16.00-05.00, 06.00 & 12.0 and 133-11.00-14.00 & 15.00
Client:	Phyllis L. Trala; Appraisal Manager, Statewide Services
Address:	Real Estate Section, Department of Transportation
	State of Delaware
	250 Bear-Christiana Road
	Bear, DE 19702
Phone:	(302) 326-4492
Intended User(s):	DelDOT
Intended Use:	To aide DelDOT's Real Estate Section with internal planning and/or negotiations in connection with the current Reservation Agreement on this property.
Type of Value:	Market Value (fee simple) for entire parcel with an effective date of February 1, 2008; current market value (date of inspection); and a current rent.
Type of Report:	Narrative Appraisal with an effective date of value as of February 1, 2008; current market value (date of inspection); and a current market rent.
Effective Date:	February 1, 2008 and a current market value (date of inspection).

Characteristics:

The property contains 158 acres of land, was in the process of annexation into the Town of Millsboro (as of December, 2007) with a rezoning to traditional neighborhood development (mixed use). There is a conceptual development plan for the property indicating 600 to 910 dwelling units and 220,000 square feet of commercial space known as Patriot's Landing.

Definition of Market Value: Market value is the price which would be agreed upon by a willing seller and a willing buyer under usual and ordinary circumstances, without any compulsion whatsoever upon the seller to sell or upon the buyer to buy

Extraordinary Assumptions: As noted herein

Hypothetical Conditions: none

Scope of Work:

Inspection: Please afford the property owner and/or tenant the opportunity to accompany the appraiser during the physical inspection of the property and/or the opportunity to discuss this assignment as it relates to the subject properties.

Identify Property:

<u>X</u> Inspection	<u>X</u> Appraisal
<u>X</u> Assessor's Records	<u>X</u> Data Bank
<u>X</u> Owner	<u>X</u> Buyer
<u>X</u> Agent	<u>X</u> State Data

Physical Factors: Vacant land with a conceptual plan of development

Economic Factors: Market conditions in relationship to the different dates of value required by this assignment.

- **Market Value** of the property as of February 1, 2008
- **Market Value** of the property as of the date of inspection (current)
- **Market Rent** of the property as of the date of inspection (current)

Date of Completion: _____ **Fee:** _____