



**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.

**SUBMISSION REQUIREMENTS**

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Thursday, November 3, 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 DeIDOT Website [www.deldot.gov](http://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. **DeIDOT 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. DeIDOT 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](mailto: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 DeIDOT will be done via e-mail, whenever possible.
2. A statement of the applicant's desire to perform the requested appraisal work for DeIDOT.
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**

October 10, 2011