



NOTICE TO REAL ESTATE APPRAISERS INTERESTED IN PROVIDING APPRAISAL SERVICES TO THE
DEPARTMENT OF WATER SUPPLY, COUNTY OF KAUA'I

NOTICE FOR PROFESSIONAL SERVICES (2020-PROF-1-REA)

Pursuant to HRS §103D Procurement of Professional Services, the Department of Water, County of Kaua'i (DOW) hereby provides public notice to invite persons engaged in the professional services of **REAL ESTATE APPRAISERS** to submit current statements of qualifications for the current fiscal year.

All persons, companies, or organizations, duly licensed as both real estate appraisers and real estate brokers interested in providing appraisal and brokerage services to the DOW are invited to submit a Statement of Qualification to the DOW.

The SOQ and accompanying information must be received by the DOW addressed to the Manager and Chief Engineer, Department of Water, County of Kaua'i. All submittals must be received in **ELECTRONIC FORM ONLY** via www.publicpurchase.com no later than **4:30 p.m. (HST), Friday, May 1, 2020**. Awards shall be electronically posted on the DOW website within seven (7) days of the contract award.

If you have any questions please submit them via www.publicpurchase.com or email directly to cerorita@kauaiwater.org.

General Requirements

All Statement of Qualifications (SOQ) submitted should identify the area of professional services provided by the proposer, include a description of the proposer's firm, the qualifications and related experiences of the principals and staff members, and supporting data and information as it relates to real estate appraisals. Use of Federal Form SF 330 or State Form DPW 120 with supplemental information, where appropriate, is encouraged. The SOQ should include, but not be limited to, the following information:

- A. The name of the proposer, their type of business (sole, incorporated, etc.), the principal place of business, and location of all of its offices.
- B. The age of the business and its average number of employees for the past five years.
- C. The education, training, and qualifications of key members of the business and/or businesses for subcontracted work.
- D. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services have been rendered during the preceding year, whose projects are examples of projects, performed by the proposer, which best illustrate the proposer's ability to perform within the category of interest. A minimum of two example projects must have been done within the past ten years.
- E. Any promotional or descriptive literature which the firm desires to submit.
- F. Submit Quality Assurance Procedures. **An SOQ without this item will be rejected.**
- G. The entire SOQ package shall not exceed 15 pages, using a minimum size of 12-pt. font. A cover or transmittal sheet will be included in the count.

Specific Requirements

- A. The furnishing of the services shall comply with the General Terms and Conditions for Professional Services Contracts, dated January 1, 2019. A copy of the document can be found at www.kauaiwater.org.

Any terms submitted by a proposer that conflict the General Terms and Conditions shall be rejected.

- B. **SELECTION PROCESS FOR AWARDS TO QUALIFYING APPRAISERS/BROKERS.** A selection committee will review the submissions and evaluate them against the established criteria. Criteria employed in descending order of importance are:
 - i. Experience and professional qualifications relevant to the appraisal/brokerage type, including state certified appraiser/broker, historical work with similar appraisal/brokerage assignments, and knowledge of appropriate appraisal methodologies and brokerage practices;
 - ii. Past performance on similar appraisal and/or brokerage assignments completed for public and private industry, including public and private industry recommendations, corrective actions, and any notices of default issued;
 - iii. Capacity to accomplish the work in the required time; and
 - iv. Other relevant criteria determined in writing by the selection committee to be relevant to the DOW's needs or necessary and appropriate to ensure full, open, and fair competition for professional appraisal and brokerage services.

POSTED: APRIL 17, 2020

Via: www.kauaiwater.org, www.publicpurchase.com