PRE-SUBMITTAL CONFERENCE
March 26, 2020

BLANKET CONTRACTS FOR STATEWIDE PROFESSIONAL REAL ESTATE APPRAISAL SERVICES

Jennifer Feliciano, CTCD, CTCM
Contract Manager
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GENERAL INFORMATION

- Solicitation Documents and all addenda are obtained at the Comptroller’s website under Electronic State Business Daily (ESBD) at http://www.txsmartbuy.com/sp

- Solicitation Documents and all addenda may also be obtained through the TPWD’s website at: https://tpwd.texas.gov/business/bidops/current_bid_opportunities/construction/
1.1. TPWD is soliciting Statements of Qualifications for selection of Professional Real Estate Appraisers to provide:

- Uniform Standards of Professional Appraisal Practice (USPAP) for Federal Land Acquisitions (Yellow Book)
- Review appraisal services for TPWD land tracts throughout the State
- On an as-needed basis

1.1.1 This RFQ will result in the selection of the most highly qualified respondents for further consideration based on the criteria herein listed. TPWD may select up to ten (10) of the top-ranked respondents for further consideration.
1.3. CLARIFICATIONS AND INTERPRETATIONS:

- Any clarifications or interpretations that materially affect or change its requirements will be posted as an Addendum.
- Posted by TPWD on TPWD’s website and ESBD.
- It is the responsibility of all Respondents to check these websites for updates and addenda prior to submitting a Response.
- Respondents shall acknowledge receipt of and incorporate each addendum in its Execution of Response.
- **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA MAY RESULT IN REJECTION OF RESPONSE**
MARCH 26, 2020
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• **1.11. Pre-Submittal Conference:** Attendance is not mandatory

• **1.5. Single Point-of-Contact (POC):** Jennifer Feliciano, Contract Manager
  
  – Restrict all contact with TPWD regarding this RFQ, and direct all questions to the POC
  
  – During the solicitation and award period
1.4.4. Responses received after the specified due date and time will be returned to the Respondent un-reviewed.

1.4.3. Submit one (1) original, three (3) identical copies, and one (1) digital/electronic copy of Qualifications.

- An original signature is to be included on the cover letter submitted with each copy.
- Respondent must indicate which response is the Original.
1.7.1 A Selection Committee chosen by TPWD will evaluate and score each response based on the following criteria and point values (Reference Section 3, Requirements for Qualifications):

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Associated Points Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria 1: Statement of qualifications</td>
<td>40</td>
</tr>
<tr>
<td>Criteria 2: Performance on past projects and references</td>
<td>30</td>
</tr>
<tr>
<td>Criteria 3: Experience with the type of real estate involved</td>
<td>30</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
<tr>
<td>Oral Presentation (if deemed necessary by the Owner)</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>125</strong></td>
</tr>
</tbody>
</table>
2.1. The Land Conservation Program (LCP) within the Infrastructure Division serves all of TPWD by providing land transaction and land conservation services, including land acquisition and disposition, leasing, negotiation of third-party surface uses, and real estate administration.

- Appraisals of fair market value are required for many grants and other sources of funding for land acquisition.

- The Executive Office, TPW Commission, and in some cases Texas Parks and Wildlife Code require appraisal of properties proposed for acquisition, disposition, or exchange.
2.3. Professional Services: The scope of services will vary from project to project.

- Upon identification of a need for services, TPWD will request a proposal and upon acceptance of proposal, TPWD will issue a Task Order.
- To be considered for a given project, Professional must respond to a proposal request within five (5) business days.
2.4 PROGRAM PLANNING SCHEDULE: Tentative Key Program planning schedule milestones are:

- RFQ Issued: .................................................................March 11, 2020
- Pre-submittal Conference...........................................2:00 P.M., March 26, 2020
- Deadline for Submission of Questions .....................5:00 P.M., April 2, 2020
- Qualifications Due from Respondents: ....................2:00 P.M., April 23, 2020

*Anticipated Contract Award* ...........................................*May 26, 2020*

*Note to Respondent:* The Proposed Program Planning Schedule is TPWD’s proposed schedule and is subject to change at TPWD’s sole discretion and without advance notice.
REQUIREMENTS FOR QUALIFICATIONS

• Evaluation Criteria is identified in Section 3 of the RFQ
  • Must be licensed by the Texas Appraiser Licensing and Certification Board (“TALCB”) as a Certified General Appraiser in Texas
  • Must have at least three (3) years of experience appraising rural properties and at least five (5) years’ experience as a Certified General Real Estate Appraiser
  • Must have demonstrated compliance with USPAP Standards 3 and 4 and other applicable USPAP requirements in performance of work assignments

• Incomplete Responses may be considered non-responsive and subject to rejection.
EXHIBITS TO THE RFQ

- Exhibit 6.1 Execution of Response
- Exhibit 6.2 TPWD’s Insurance Requirements
- Exhibit 6.3 Sample Contract – Professional Services Agreement for Appraisal Services
SUBMITTAL REQUIREMENTS

• Provide the information requested from Section 3
  • Evidence of ability to manage and coordinate the types of activities described in the RFQ and to produce the specified products or services on time

• All requested information to be complete, legible, and submitted in accordance with Section 4 of RFQ

• Exhibit 6.1 Execution of Response
  ✓ Sign and submit in its entirety with response
  ✓ Do not make any alterations to the form
  ✓ Do not qualify your response in any way
SUBMITTAL REQUIREMENTS

Section Six – Execution of Response

Under Section 699.003 of the Texas Government Code, a bidder certifies that it does not employ, or has disclosed the employment of, any former executive head of the agency. Bidder must provide the following information in the bid:

Name of former Executive:

Name of State Agency:

Date of separation from State Agency:

Date of employment with Respondent:

Respondent agrees that any payments due under this Contract will be applied towards any debt, including but not limited to delinquent taxes and civil support that is owed to the State of Texas.

Respondent certifies that the bidding entity and its principals are eligible to participate in this transaction and have not been subject to suspension, debarment, or similar penalties determined by any federal, state, or local governmental entity. Entities ineligible for federal procurement are listed at https://www.sam.gov/eligibility.

Respondent certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, “Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or SupportTerrorism,” published by the United States Department of the Treasury, Office of Foreign Assets Control.

Sections 215.001 and 221.655 of the Texas Government Code, prohibit state agencies from accepting a Response or awarding a contract that includes proposed financial participation by a person who, in the past five years, has been convicted of violating a federal law or has pleaded guilty in connection with a contract involving relief for Hurricane Rita, Hurricane Katrina, or any other disaster as defined by Section 418.004 of the Texas Government Code, occurring after September 30, 2005. Under Sections 215.005 and 221.655 of the Texas Government Code, Respondent certifies that the individual or business entity named in the Response or contract is not ineligible to execute the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is incorrect.

Pursuant to Section 223.134 of the Texas Government Code, the same vendor may conduct an audit or investigation of the vendor or any other entity or person receiving funds from the state directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by the Respondent or any other entity or person directly under this contract or indirectly through a subcontract under this contract is an acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with these funds. Under the direction of the legislative audit committee, the Respondent or other entity that is subject to an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Respondent will ensure that this clause concerning the authority to audit funds received indirectly by subcontractor through the vendor and the requirement to cooperate is included in all subsequent contract awards.

Check below to claim a preference under 34 TAC Rule 26.38:

( ) Supplies, materials or equipment produced in TX or offered by TX bidder or TX holder that is owned by a service-disabled veteran
( ) Agricultural products produced or grown in TX
( ) Agricultural products and services offered by TX producers
( ) TSA produced supplies, materials or equipment
( ) Products of persons with physical or mental disabilities
( ) Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
( ) Energy Efficient Products
( ) Reclaimed/repurposed wood material
( ) Recycled content tile and interior panels
( ) Products produced at facilities located in a previously contaminated property
( ) Products and services from economically disadvantaged business
( ) Vendors that meet or exceed air quality standards
( ) Recycled or Reused Computer Equipment of Other Manufacturers
( ) Foods of Higher Nutritional Value

Failure to sign the Execution of Response or signing it with a false statement shall void the submitted offer or any resulting contracts.

By submitting the Response, Respondent represents and warrants that the individual submitting this Execution of Response and the documents made part of this Response is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contracts that may result from the submission of this Response.
SUBMITTAL REQUIREMENTS

Section Six – Execution of Response
QUESTIONS?

REMINDER: Questions submitted in writing by the deadline (5:00 P.M., April 2, 2020) should be answered by Addendum by April 9, 2020.

Jennifer Feliciano, Contract Manager
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(512) 389-4944

Information from TPWD staff other than published point of contact (Jennifer Feliciano) is non-binding.
TEXAS
PARKS & WILDLIFE