



City of O'Fallon  
**Building and Property Appraisal Services (Rebid)**  
Request for Proposals #24-075R

**CITY OF O'FALLON, MISSOURI**

**REQUEST FOR PROPOSALS**

**RFP NUMBER 24-075R**

**Building and Property Appraisal Services (Rebid)**

**December 6, 2024**

INCLUDED ARE:

Proposal Instructions

Terms and Conditions

Scope of Work

Proposal Form

**CITY OF O’FALLON, MISSOURI**

**PROPOSAL INSTRUCTIONS**

**PURPOSE**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified companies capable of providing property appraisal services. for the City of O’Fallon. The RFP states the overall scope of services desired and specific functionality as well as required vendor qualifications. The City of O’Fallon is seeking proposals from qualified firms to provide professional services for the valuation assessment of city-owned buildings and facilities. This assessment will assist in determining the replacement cost of these properties for budgeting, financial planning, and asset management purposes.

This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of O’Fallon (hereafter referred to as “the City”) to satisfy the needs as outlined in the scope of services.

**BACKGROUND:**

The City of O’Fallon owns a diverse portfolio of buildings, including administrative offices, recreational facilities, police building and public works buildings. The purpose of this RFP is to solicit proposals from experienced valuation professionals to conduct a comprehensive assessment of these properties. Services shall include a complete physical inspection including valuation and pictures of properties.

**SCHEDULE OF ACTIVITIES**

Release and advertisement of RFP:	December 6, 2024
Deadline for submission of questions:	December 11, 2024, at 12:00 P.M. CST
Proposal submission deadline:	December 19, 2024, at 12:00 P.M. CST

**PROPOSAL SUBMISSION**

Sealed proposals must be received by the City of O’Fallon, Missouri; Purchasing Office, 100 North Main Street; O’Fallon, Missouri 63366 prior to December 19, 2024, at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original (identified as such) and 2 copies, one electronic copy on flash/thumb drive of the complete proposal. The file submitted on flash/thumb drive shall include all attachments and signatures, where applicable.

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals must be clearly identified as a proposal for the City of O’Fallon, Missouri “**RFP # 24-075R Building and Property Appraisal Services (Rebid)**” and shall show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. Do not staple or submit bid in any type of binder; binder clips are acceptable.

**QUESTIONS**

All questions must be submitted in writing to Christine Grabin, Purchasing Agent, no later than 12:00 P.M. (CST) on December 11, 2024, via email [CGrabin@ofallonmo.gov](mailto:CGrabin@ofallonmo.gov). The City will only respond by the end of day on December 13, 2024, to questions from Respondents. Answers to questions will only be distributed via addendum and posted on our website. [https://www.ofallonmo.gov/services/business\\_services/bid\\_opportunities.php](https://www.ofallonmo.gov/services/business_services/bid_opportunities.php)

## **AMENDMENTS TO RFP**

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of O'Fallon. This does not relieve the submitting company the responsibility of regularly checking the City website listed below for updates regarding any addenda associated with this proposal request. Addenda are available on our website at: [https://www.ofallonmo.gov/services/business\\_services/bid\\_opportunities.php](https://www.ofallonmo.gov/services/business_services/bid_opportunities.php)

If you received this RFP by means other than the bid system, you must furnish your company name, address, and telephone number to the Purchasing Agent identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

END OF PROPOSAL INSTRUCTIONS

## CITY OF O'FALLON, MISSOURI

### TERMS AND CONDITIONS

#### **QUALIFICATIONS:**

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

#### **LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:**

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of O'Fallon and/or the State of Missouri.

#### **LAW GOVERNING:**

All State of Missouri and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

#### **NON-DISCRIMINATING:**

The Contractor, its employees, and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. **A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**

#### **E-VERIFY:**

Company shall be E-Verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

#### **METHOD OF AWARD / SELECTION:**

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Christine Grabin, Purchasing Agent. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.

#### **TERMS/CANCELLATION AND DAMAGES:**

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

**PRICING:**

This request for proposal is a one (1) time appraisal of approximately twenty (20) different City facilities, exercised at the sole discretion of the City of O'Fallon, Missouri.

**RENEWAL & EXTENSION:**

The successful bidder will be awarded a one (1) time agreement effective the date of award.

**AWARD REQUIREMENTS:**

Once the City is prepared to award the contract to the selected company, the company will need to provide the following documents to the City.

- Signed contract agreement
- Current certificate of insurance

Once all of these items are received and fully executed, then the City will issue the Notice to Proceed.

It is the desire of the City to award a single contract for the entire scope of services outlined in this request for proposals. All proposals are subject to staff analysis. The City of O'Fallon reserves the right to accept or reject any and all proposals received.

**CONTACT WITH CITY OF O'FALLON PERSONNEL:**

As specified above, all contact with the City should be channeled through the Purchasing Agent. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process.

**RESPONSE MATERIAL OWNERSHIP:**

All proposals become the property of the City of O'Fallon, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

**PROPRIETARY INFORMATION:**

All material submitted in response to this RFP will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.

**CONFIDENTIALITY:**

The Vendor agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

The City agrees that it will not disclose or duplicate any information designated in advance by the Vendor as "Confidential/Proprietary" information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Vendor or is required by law. The term "Confidential/Proprietary"

does not include ideas, techniques, or concepts that are in the public domain.

**EVALUATION RIGHTS:**

The City reserves the right to: a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

**REJECTION OF PROPOSALS:**

The City of O’Fallon, Missouri reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

**INCURRING COSTS:**

The City of O’Fallon, Missouri shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

**SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS:**

Proposals shall be submitted to the Purchasing Office. If supplemental materials are required or requested, then they must be submitted to the Purchasing Office as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Purchasing Office. Submission or distribution by the company of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

**DISCRIMINATION POLICY:**

The City of O’Fallon advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

**WAIVER:**

The City reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of the City.

**INSURANCE:**

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of O’Fallon as an “Additional Insured” during the Term of the Agreement, and a copy of such “Additional Insured” endorsement must accompany the certificate.

**INDEMNITY:**

The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions, or suits brought against them.

The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits.

**PAYMENT TERMS AND CONDITIONS:**

The City's payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City's tax-exempt certificate shall be presented to the firm or company that is awarded a contract.

**Inquiries concerning this Request for Proposals shall be directed to:**

Christine Grabin  
Purchasing Agent  
City of O'Fallon, Missouri  
100 North Main Street  
O'Fallon, Missouri  
Phone: (636) 379-5527  
[CGrabin@ofallonmo.gov](mailto:CGrabin@ofallonmo.gov)

END OF TERMS AND CONDITIONS

# CITY OF O'FALLON, MISSOURI

## RFP NUMBER 24-075R

### SCOPE OF SERVICES

Services will include, but are not limited to the following:

#### 1 **Conduct a Physical Inspection:**

- Visit and inspect each building/property to assess its condition, layout, contents and features.
- Collect data on building characteristics including size, age, and any recent renovations. Collect data on contents and upgrades made within each location.

#### 2. **Market Analysis:**

- Analyze recent market trends and comparable property sales in the area.
- Evaluate the potential impact of the location and property use on value.

#### 3. **Valuation Reporting:**

- Provide a detailed valuation report for each building (which includes building contents), including a written summary, supporting data, and an opinion of value.
- Include photographs, floor plans, and any other relevant documentation.
- Provide itemized detail and values of land improvements such as fencing, lighting, etc.
- Provide Insurance valuation for properties to include:
  - a. Replacement Cost
  - b. Actual Cash Value
  - c. Exclusion amount (typically not covered by property insurance)
  - d. Year built
  - e. Location/address
  - f. Building construction type
  - g. Number of floors
  - h. Roof Construction Type
  - i. Square Footage
  - j. Indication of Fire Protection and smoke alarm systems

#### 4. **Consultation:**

- Offer recommendations for potential improvements or actions that may affect the building's value.
- Provide a final presentation of findings to the City.

### PROPOSAL REQUIREMENTS

Proposals must include the following components in the specified order:

#### 1. **Firm Overview**

##### **Company Profile:**

- Brief history of the firm, including its formation and evolution; number of years in business and relevant experience in valuation assessments.
- Core competencies and areas of specialization.

##### **Legal Structure:**

- Type of business entity (e.g., corporation, LLC, partnership).
- Business licenses and certifications relevant to property valuation.

##### **Office Locations:**

- Address of the main office and any branch offices.

##### **Insurance:**

- Proof of professional liability insurance, general liability insurance and worker's compensation coverage.

## **2. Approach and Methodology**

### **Assessment Methodology:**

- Detailed description of the methods and processes to be used for the valuation of city buildings.
- Techniques for property inspection and data collection.
- Approach to market analysis and comparison to similar properties.

### **Tools and Technology:**

- Software and tools used for valuation and reporting.
- Any innovative methods or technologies applied in the assessment process.

### **Quality Assurance:**

- Procedures for ensuring the accuracy and reliability of the valuation results.
- Internal review processes and checks.

### **Sample Reports:**

- Examples of previous valuation reports or case studies from similar projects, including anonymized or redacted information as needed.

## **3. Project Timeline**

### **Detailed Timeline:**

- A project schedule outlining key milestones, including:
  - Initial estimated commencement of project.
  - Completion of property inspections.
  - Delivery of preliminary findings.
  - Final report submission.
- Dates for each phase of the project and any key deadlines.

### **Milestones and Deliverables:**

- Specific deliverables due at each milestone.
- Any interim reports or draft documents provided for review.

## **4. Cost Proposal**

### **Cost Breakdown:**

- Detailed pricing for each component of the project, including:
  - Cost per building assessment.
  - Fees for market analysis and valuation reporting.
  - Any additional costs (e.g., travel expenses, administrative fees).

### **Payment Terms:**

- Payment schedule (e.g., deposit requirements, progress payments).
- Accepted payment methods.

### **Price Validity:**

- Duration for which the proposed prices are valid.

### **Discounts:**

- Any available discounts for early payment or bulk work.

## **5. References**

### **Client References:**

- Contact information for at least three previous clients who have undertaken similar valuation projects. Brief descriptions of the projects completed for each reference.

## **6. Project Team**

### **Key Personnel:**

- Names and roles of the team members who will work on the project.
- Detailed resumes for each key person, highlighting relevant experience and qualifications.

### **Organizational Structure:**

- Diagram or description of the project team's structure and reporting lines.
- Identification of the project manager and their responsibilities.

## **7. Additional Information**

### **Conflict of Interest:**

- Disclosure of any potential conflicts of interest related to the project or city officials.

### **Compliance:**

- Confirmation of compliance with all relevant local, state, and federal regulations.

### **Client Obligations:**

- Description of any assistance or resources required from the City of O'Fallon to complete the project.

### **Legal and Contractual Terms:**

- Any proposed modifications to the standard contract terms provided by the City.

### **Submission Instructions**

Ensure that all required components are compiled and submitted according to the provided instructions. Proposals should be organized and clearly labeled to facilitate the evaluation process.

**Supplemental Information (use additional sheets as necessary):**

1. Name of primary contact, address, and phone number.

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2. What day(s) and time(s) is the primary contact available?

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3. Provide a brief history of the company.

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4. Describe any name or ownership changes in the past five (5) years.

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5. Submit a sample copy of your current contract/agreement with all terms and conditions (subject to review by the City’s legal review).

6. Provide at least four (4) references of current or past clients for the same services being requested. Include the following information for each reference:

- Agency name
- Address, city, state, zip
- Contact information
- Years of client relationship

7. Cost Proposal:

- Provide a comprehensive cost proposal with a complete breakdown and a grand total.
- The City reserves the right to choose all or a portion of the items proposed.

**Evaluation Criteria**

The City reserves the right to select the Vendor who best meets the “overall” needs of the City of O’Fallon based primarily on the following criteria (not listed in any order of importance):

- All costs related to the project, both initial and ongoing.
- The experience and qualifications of the vendor
- The approach and methodology for the project.

- Timeline of the project from start to finish.
- References of the vendor.
- Adherence to the requested Information specifications, thoroughness of the Proposal, as well as the overall format of the presentation
- The financial stability, longevity, and strength of the Vendor

END OF SCOPE OF SERVICES

**CITY OF O’FALLON, MISSOURI**

**PROPOSAL FORM**

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal Number 24-075 and to all the conditions imposed herein, the undersigned offers and agrees to provide a proposal for Building and Property Appraisal Services for the City of O’Fallon in accordance with the scope of services and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent’s proposal.

Indicate whether: ( ) Individual; ( ) Partnership; ( ) Corporation

Incorporated in the state of: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE/ZIP: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

TAX ID NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>Acknowledge the receipt of addenda by initialing box below as appropriate.</b>			
<b>Addenda 1</b> _____	<b>Addenda 2</b> _____	<b>Addenda 3</b> _____	<b>Addenda 4</b> _____

**WORKER ELIGIBILITY VERIFICATION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_,  
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.
- I, the Affiant, am the \_\_\_\_\_ of \_\_\_\_\_, and I am duly  
title business name  
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.
- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O’Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.
- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).
- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.
- I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

\_\_\_\_\_  
Affiant Signature

Subscribed and sworn to before me in \_\_\_\_\_, \_\_\_\_\_, the day and year first above-written.  
city (or county) state

My commission expires:

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

*[Attach documentation of enrollment/participation in a federal work authorization program]*