



Michaelson, Connor & Boul, Inc.
5312 Bolsa Ave.
Huntington Beach, CA 92649
(714) 230-3600 (714) 230-3699 fax

MCB APPRAISAL SERVICES RFP

Michaelson, Connor, & Boul, Inc. (MCB) is a prime Contractor to the Department of Housing and Urban Development (HUD), providing marketing and management services for HUD owned residential (1 to 4 unit) properties in Colorado, Montana, Wyoming, and Utah.

Michaelson, Connor, & Boul, Inc. requires qualified FHA certified appraisers to perform appraisal services for one to four unit HUD properties. Appraisal services required are as follows:

Perform appraisal services following Federal Housing Administration guidelines for single family 1 – 4 unit properties (Including compliance with FHA Mortgagee Letter 00-30 Appraisal Performance and Sanction Matrix and all other FHA guidelines) and any subsequent revisions.

Appraisal Services

The appraiser who actually performs the on site appraisal must meet the following minimum requirements:

- Must be Licensed or Certified in the state where appraisals are completed.
- Must be experienced in performing FHA appraisals.
- Must provide evidence of completion of the minimum criteria of the Appraisal Qualification Board and FHA.
- Must be on the FHA Approved Appraiser List as an active Appraiser.
- Must have a designated point of contact at the appraisal firm for each individual appraisal identified at the time of assignment for personal liaison for potential corrections.
- Upon receipt of each order, must send written confirmation back to MCB by e-mail or fax of the order indicating the ability to meet the specified deadline.



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- In the event an appraisal is delayed for any reason, a written explanation for the delay must be provided to MCB within 24 hrs. of assignment as to the exact reason and shall include a proposed revised specific anticipated delivery date of the appraisal due to the documented extenuating circumstances.

Computer Requirements

- Must have internet access
- Must have e-mail
- Must have fax capability
- Prefer EDI or other electronic means of transmittal of appraisals
- Must meet all HUD and Federal computer security requirements

Timeliness Requirements

- All appraisals must be received within 10 calendar days of assignment
- All corrections to appraisals must be received within two calendar days of notification

Reassignment

- MCB reserves the right to reassign appraisals of non-responsive appraisers without prejudice if any of the following conditions have been met:
 - two attempts to contact the appraiser or his designee have been made and no response has been received
 - the appraisal has not been received within 10 calendar days of assignment
 - all corrections to an appraisal have not been received within two calendar days of notification



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In addition, appraiser:

- 1) Will earn fee upon completion and receipt by MCB of an error free appraisal within the specified timeframes.
- 2) Shall not receive payment for incomplete appraisals.
- 3) Will make all necessary disclosures concerning any conflict of interest representations as required by state or local laws.
- 4) Shall not make any warranties or representations concerning the condition of the property outside the scope of the appraisal performed.
- 5) Will not be permitted to receive or pay any type of referral fee as a result of referring buyers from calls initiated on properties. This includes identity of interest and affiliated companies and any other organizations benefiting from this agreement, whether fees are being paid by HUD or MCB or any other entity.
- 6) Will allow HUD and or MCB to visit their locations and observe their overall operation with prior notice of their visits.

By submission of this proposal, appraiser warrants that no employee of the appraiser at the time of the submission of the proposal, or at any time thereafter, shall have been convicted of a felony charge, either in State or Federal court, nor is said charge pending in any jurisdiction or before any tribunal.

Appraiser further agrees that if, after award of an appraisal contract agreement, appraiser discovers or learns that any of its employees, consultants, or sub-contractors have been convicted of a felony charge, either in State or Federal court, appraiser shall make an immediate and full disclosure in writing to Michaelson, Connor & Boul of the facts surrounding any such conviction, and agree to immediately terminate the contract awarded to it by Michaelson, Connor & Boul without recourse or remedy of any kind for said termination.

The provisions of this clause shall be included in any and all employment agreements, sub-contracts or consulting agreements of appraiser, and appraiser shall, in good faith, be diligent, and use all reasonable means necessary to



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remain informed of any and all facts which would give rise to a violation of this clause.

It is the desire of MCB to award contracts that would cover multiple counties/areas, up to and including entire states. Please indicate on your proposal exactly what areas you are able to cover by County, Area, or State. Please include the largest geographical configuration your company has the ability to cover.

The appraiser (and any consultant and/or sub-contractor of the appraiser) and employees of the appraiser (and employees of any consultant and/or sub-contractor of the Appraiser), and any identity of interest company shall be **strictly prohibited** from purchasing HUD-Owned Properties or being the selling broker for such properties during the duration of this contract. An identity of interest company is defined as an entity wherein the owners, managers or staff have a relationship (partnership, affiliation, family members, etc.) with the appraiser (and any consultant and/or any sub-contractor of the Appraiser) and/or their employees (and any consultant and/or employees of any sub-contractor of the Appraiser) or an entity which financially controls or is controlled by the Appraiser, such as a parent or subsidiary organization.

PROPOSAL

We are seeking written proposals to include the following items:

Strategies of the candidate to accomplish the required tasks. Please include a discussion of the strategy to perform the service.

1. Start-up plan, financial capability and the demonstrated ability to be able to be fully operational by October 1, 2004.
2. Submission of appraiser license for State(s) in which appraiser is competing; Proof of Certification as a appraiser for areas covered by the proposal; copy of business license.

Additionally, prior to award of the chosen appraiser, MCB must receive:

1. Proof of Errors & Omissions insurance with MCB listed as additional named insured.



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2. Proof of General Liability Insurance. (Limits will be determined by the size of the Award).
3. Proof of Workers Compensation meeting or exceeding state statutory limits.

Proposals must contain brief resumes of the proposed on-site and supervising staff and a Quality Control Plan to ensure the accuracy and timeliness of the required tasks. If sub-contractors are used, the Quality Control Plan must address how oversight will be administered for the sub-contractor. (Need to disclose names of subcontracted appraisal firms/Appraisers)

The final page of the proposal must contain the price asked for completing the required tasks. The cost should be listed as a fixed dollar amount. Please be aware that MCB may choose to award the contract to an offeror whose price is not the lowest the proposal will be evaluated for the quality of services and technical expertise. If proposals are deemed to be technically equivalent, price will be the determining factor. **The decision will be made at the sole discretion of MCB. The format shall be as follows:**

COUNTY	AMOUNT PER APPRAISAL
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MCB encourages veteran, disabled veteran, minority, small, disadvantaged and women-owned businesses to respond to this notice.

The Agreement for the appraisal services will be effective from the date of signing of the agreement by both parties for a period of one year. Extension of this contract in monthly or yearly increments shall be at MCB's sole discretion. Either party may cancel with or without cause by giving a 30 day written notice via certified mail to the other party. MCB may, **at its sole discretion**, terminate this agreement within 3 days if the appraiser is not performing to FHA and or MCB guidelines.

MCB does not discriminate on the basis of race, color, gender, national origin, familial status or disability in any housing transaction in which we are involved and the appraiser shall adhere to this policy.

Proposals are limited to 10 written pages (except the cover page and resumes). Only the first 10 pages will be read.



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RESPONSE TO RFP

As time is of the essence all bids must be received by 5:00 p.m. PST, November 4, 2004

Bids may be faxed, mailed or emailed; to the attention of the Vendor Manager, Michaelson, Connor & Boul, Inc., 5312 Bolsa Ave. Huntington Beach, California 92649. Fax: 208-474-6610; E-mail: appraisalrfp@mcbreo.com

All bids must be submitted by the deadline on company stationery and include the State(s), Counties (if entire county is covered) and Zip-codes of proposed coverage area.

The following documentation must be submitted at the time of your bid in one complete package:

- Completed Vendor Application
- Completed W-9 or Federal Tax Identification Certificate
- Liability Insurance Certificate meeting MCB requirements
- Certificate of E&O insurance
- Workers Compensation Certificate meeting MCB requirements (we do not accept exemptions)

The Vendor Application, W-9, and our insurance requirements, can be found on our website at www.mcbreo.com.