



# City of Phoenix Housing Department

IFB FY21-086-03  
Home Appraisal Services

Pre-Offer Conference Meeting  
September 17, 2021 @ 1:30 pm



# Questions and Answers (Q&A)

- Questions only
  - Email question(s)
  - Some answers available today
  - Answers will be published on City's website
- Written answers supersede verbal responses



# Q&A Deadlines

- Submit questions by September 24, 2021@ 9:00 am (Phoenix Local Time)
  - Email: [chuck.garvey@phoenix.gov](mailto:chuck.garvey@phoenix.gov)
- Answers expected to be available at <https://solicitations.phoenix.gov/>



# Invitation for IFB Deadline



Important  
Date!

Wednesday, October 5, 2021

1:30 p.m.

Phoenix Local Time

**Late offers will be rejected**

Section I – Instructions, Item 12 on how  
to **Submission your Offers**

Section VII – Submittal Locations via  
**Physical and Electronic**



# Contract Terms

- Five-year contract term
  - Period begins on or about February 1, 2022
  - City reserves the right to award to one or more contractor
  - Offers are reminded that specifications are minimal



# Pre-Award Qualifications

- a. Be registered with the National Registry of Appraisers in active status, in good standing with no current revocations, suspensions or voluntary surrenders.
- b. Be a State of Arizona-certified appraiser with credentials based on the minimum certification criteria issued by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation.
- c. Not be listed on GSA's Excluded Parties List System (SAM), the System Award Management, (LOP) list, or HUD's Credit Alert Verification Reporting System (CAIVRS).
- d. Have mastery of the Uniform Standards of Professional Appraisal Practice.
- e. At all times maintain compliance with the Uniform Standards of Professional Appraisal Practice as published by the Appraisal Standards Board.



# Terms and Conditions

- Section II – Standard Terms and Conditions
- Section III – Special Terms and Conditions
- Background Screening
  - Standard Risk Level
  - Employee Identification and Access
- Examination and Retention of Contractor's Records



# Indemnification and Insurance

- Section IV – Insurance and Indemnification
  - City as additional insured
  - Required at the time of award





# Insurance and Indemnification Federal Clauses

**COMPLIANCE WITH ALL FEDERAL REQUIREMENTS**

**FORM HUD-5369-B INSTRUCTIONS TO OFFERORS NON-  
CONSTRUCTION**

**FORM HUD-5370-C GENERAL CONDITIONS FOR NON-  
CONSTRUCTION CONTRACTS SECTION I (WITH OR WITHOUT  
MAINTENANCE WORK**

**FORM HUD-5370-C GENERAL CONDITIONS FOR  
NON- CONSTRUCTION CONTRACTS SECTION II (WITH  
MAINTENANCE WORK):**



# Scope of Work

- Full Appraisal
- Desk Appraisal
- Update Appraisal



# Scope of Work - General

- Compliance with Uniform Standards of Professional Practice – Standard Board
- City will make arrangement for entry to the house. Contractor will appraise within 10 day of request.
- Contractor must be always badged and Contractor's uniform
- Report must be completed with 5 business day.
- All Summary Appraisal Reports will comply with standard Rule 2-2(b), State and HUD



# Delivery of Invitation for IFB

## Submittal Package:

- **Tab of Contents (1 – 5)**
  - **Section VI - Submittal**
  - **Tab 1 Company History, Experience, and Qualifications**
  - **Tab 2 Arizona Corporate Commission documentation.**
  - **Tab 3 Membership, State Credentials with Board Foundation**
  - **Tab 4 (Two) 2 Sample of full appraisal report with pictures**
  - **Tab 4 Submittal Section**
    - **Pricing**
    - **Location**
    - **Licensed Information**
    - **Reference (Please do not use City Personnel)**
    - **Federally Funded Information**
    - **Transparency Information**
  - **Tab 5 Signed Addenda (Addendum 1 is posted on City's website)**



# Delivery of Invitation for IFB

## Submittal Package:

- **Please submit only the Submittal Section and required documents, do not submit a copy of the entire solicitation document as indicated in Section I – Instructions, Item 12 – Submittal of Offer.** This offer will remain in effect for a period of 180 calendar days from the opening date and is irrevocable unless it is in the City's best interest to release offer(s).
- The prevailing clock will be the Department clock. **The date and time on the email will provide proof of submission and verification if the bid was received on or prior to the Due Date and Time specified. Please identify the solicitation number on the subject line of the email when submitting your bid.**



# Questions

- Submit additional questions by email  
September 24, 2021 @ 9:00 am  
(Phoenix Local Time)
  - Email: [chuck.garvey@phoenix.gov](mailto:chuck.garvey@phoenix.gov)



# Transparency Policy

## City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.