



Request for Proposal (RFP):

Appraisal Services

Bids accepted until:

Monday, February 3rd, 2025

Rolling Plains Management Corporation 118 N. 1st Street

Crowell, Texas 79227

940-684-1571

rollingplains.org

Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate.

ABOUT THE AGENCY

Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman, and Wilbarger Counties was formed in 1965 to provide services to low-income individuals as the Economic Opportunities Advancement Corporation of Cottle, Foard, Hardeman, and Wilbarger Counties through a volunteer parent support group. During the 55 years that RPMC has served north Texas, the programs and services have expanded beyond early childhood education to include: transportation, utility assistance, weatherization, childcare assistance, and self-sufficiency services. The service area has expanded from four counties to 28 counties. The available services vary based on service area.

Rolling Plains Management Corporation (RPMC) is seeking proposals from qualified appraisal firms to provide appraisal services for the Head Start Program. The Rolling Plains Head Start operates 14 Licensed child care centers in twelve different communities in eight rural counties located in North Central Texas. The selected vendor will provide a valuation based on market rents of the occupied tenant space in the following locations:

Scope of Work

- **Property Description:**

- **Archer City Child Development Center (2 Buildings)**

- 704 S. Ash street, Archer City, TX 76351

- **Chillicothe Child Development Center**

- 414 Avenue L, Chillicothe, TX 79225

- **Crowell Child Development Center**

- 424 E. Logan Street, Crowell, TX 79227

- **Graham Child Development Center**

- 1417 Remington St., Graham TX 76540

- **Knox City Child Development Center**

- 300 NE 4th Street, Knox City, TX 79529

- **Munday Child Development Center**

- 941 Bowie, Munday, TX 76371

- **Olney Child Development Center**

- 207 Haggar road, Olney, TX 76374

- **Paducah Child Development Center**

- 805 Richards Street, Paducah, TX 79248

- **Seymour Child Development Center**

- 301 North East St., Seymour, TX 76380

- **McCord EHS**

- 2915 Sand Rd., Vernon, TX 76384

- **Wilbarger County Preschool Center**

- 926 Paradise St., Vernon, TX 76384

Charles Finnell Child Development Center
751 College Street, Holiday, TX 76366

- **Appraisal Approach:** RPMC is seeking an appraisal of the specified properties to determine the Fair Market Rental Value of the facilities. These properties include centers operating in schools, churches, and standalone structures, which are currently provided to the program at below-market rental rates. RPMC requests that the appraiser accurately assess and allocate the value of playgrounds, parking areas, and any other common areas associated with these facilities.
- **Deliverables:**
 - Detailed appraisal report including:
 - Property description
 - Market analysis
 - Valuation conclusion
 - Supporting documentation
 - Any required supplemental reports or data

Qualifications

- **Licensing and Certification:** Must hold active and valid appraisal license/certification in Texas in the appropriate category for the property type.
- **Experience:** Demonstrated experience with similar property types in the North Texas area.
- **Professional Liability Insurance:** Must maintain adequate professional liability insurance coverage.

Submission Requirements

- **Cover Letter:** Briefly introduce your firm and highlight relevant experience.
- **Company Profile:** Provide a summary of your firm's capabilities and qualifications.
- **Proposed Fee Structure:** Detailed breakdown of appraisal fees including:
 - Hourly rate (if applicable)
 - Per diem charges (if applicable)
 - Any additional fees (e.g., travel, research)
- **Timeline:** Estimated timeframe for completion of the appraisal.
- **References:** List of recent clients with contact information for verification.

Evaluation Criteria

- **Technical Expertise:** Understanding of appraisal methodologies and suitability for the property type.
- **Experience:** Relevant experience in the local market.
- **Fee Structure:** Competitiveness and clarity of proposed fees.
- **Professionalism:** Quality of presentation and responsiveness.

Submission Instructions

- Submit all bid documents electronically to keren.whitney@rollingplains.org by **February 3rd, 2025**.
- Quotes received after the deadline will not be considered
- Clearly mark the subject line with "Bid for RPMC Head Start Appraisal".

Scoring Matrix

Evaluation Criteria	Max. Points
Small / minority business	5
Qualifications of Appraiser	10
References	10
Proposal Timeline	25
Price	50
Total Maximum Points	100

Selection Process

Upon receipt of responses, RPMC will evaluate all responsive proposals based on the evaluation criteria provided. RPMC may, at its discretion, request presentations by or meetings with any or all applicants, to clarify the applicants' proposals. However, RPMC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the applicant can propose.

RPMC reserves the right to increase the scope of work or additional projects with the selected company as long as the increase or addition is within the company's ability. Payment and contract terms will be negotiated with the selected firm. At the option of RPMC, the contract period can be extended and renewed up to four (4) years.

Under no circumstances shall any official, officer, employee, or agent of RPMC bear any personal liability or responsibility for any covenant or agreement stated herein (whether expressed or implied), nor for any statement, representation or warranty made in connection with the agreement.

While RPMC has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by RPMC to award and execute an agreement. Upon a determination, such actions would be in its best interest, RPMC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP
- Reject any or all proposals received in response to this RFQ
- Not award contract if its RPMC's best interest not to proceed with contract execution
- Or if awarded, terminate any contract if RPMC determines adequate funds are not available

Tentative Timetable

Activity	Date
RFP Issued	Friday, January 17, 2025
Questions Received	Friday, Jan 17, 2025-Friday, Jan, 24th
Responses to Questions Due	Monday, Jan 27, 2025
Due Date for RFP Submission	Monday, February 3, 2025
Proposals Evaluated	February 3 rd – 6 th , 2025
Interviews (if necessary)	September 3 rd -6 th , 2025
Bid Awarded	Monday, February 10, 2025

The tentative timeline above is subject to change.

All inquiries relevant to the project and the RFP may be directed to the contact information below:

Subject: RFQ Inquiry –Professional Appraisal Services
 Email: Keren.Whitney@rollingplains.org
 Phone: 940-684-1571 ext. 131

Additional Information and Certifications

Disadvantaged Business Enterprises (DBE)/Historically Underutilized Businesses (HUB)

Efforts will be made by RPMC to utilize small businesses owned and controlled by socially and economically disadvantaged individuals that have been certified as DBEs and HUBs through a state Uniform Certification Program.

Protest Rights

All protests, complaints, questions or concerns regarding the proposal process or the selection of the winning proposal must be submitted in writing within 10 days of selection:

Rolling Plains Management Corporation
 ATTN: Debra K. Thomas, Executive Director
 PO Box 490
 Crowell, Texas, 79227

All protest and complaints shall be referred to the RPMC Executive Committee for resolution.

Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information about such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request. RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

Federal/State/Local Compliance

This RFP complies with all federal and state rules and RPMC policies and procedures. Firm awarded will comply with all applicable federal and state rules.

