



REQUEST FOR PROPOSAL – 20240530US
Real Estate Appraisal



RFP Release Date:	Friday 19 th April 2024
Proposal Submission Deadline:	Friday 3 rd May 2024
Question/ Inquiry Submission Deadline:	Wednesday 24 th April 2024
Electronic submission to the attention of:	Chief Financial Officer
Electronic submission:	RFP@HEIFER.ORG
Contact information for inquiries about this RFP:	RFP@HEIFER.ORG
Performance Period:	May, 2024

1. INTRODUCTION

Heifer International is a global development organization on a mission to end hunger and poverty in a sustainable way. Working with farmers and their communities to identify and invest in business opportunities that deliver living incomes. Since launching in 1944, Heifer International has assisted more than 40 million families to build sustainable food and farming businesses that strengthen rural economies and put people on a pathway to Sustainable Living Income. We work with local farmers and food producers because we believe ending poverty begins with agriculture.

2. BACKGROUND

Heifer Project International (HPI) invites proposals/quotes from qualified real estate appraisal firms (Appraiser) for the valuation of its real property holdings in Little Rock. The purpose of this Request for Proposal (RFP) is to engage a successful Appraiser to enter into a Contractors Agreement with HPI to provide comprehensive real estate appraisal services.

3. OBJECTIVE

This consultancy aims to enlist commercial real estate expertise to facilitate the appraisal of properties located at 1 World Avenue and 1424 East 2nd Street in Little Rock, AR 72202.

4. SCOPE OF WORK

The successful firm or individual shall agree to contract with the HPI to provide the following:

- Conduct market analysis
- Provide a narrative Appraisal Report to the designated HPI contact
- Offer three valuation approaches: Cost, Market, and Income, ensuring credible assignment results
- Appraise the valuation of "Surplus Land" associated with the existing Heifer campus

Services will include consultation with HPI staff relating to appraisal to determine the market value of the subject real estate. Presentation to Board may be required.

5. BROKER'S QUALIFICATIONS

Respondents to this RFP must have the following criteria:

- Licensed and in good standing with the State of Arkansas
- Possess an excellent reputation in the real estate community
- Demonstrate knowledge of the local real estate market, with experience in both small and large commercial properties
- Proficient in utilizing public real estate records
- Previous experience with local municipalities is preferred
- No prior involvement with the subject property within the past three years.
- The Appraiser asserts that they have no current or prospective interest in the subject property, the Client, or any other parties involved in the transaction related to this appraisal.

6. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for professional liability. The successful Appraiser must provide original certificates prior to commencing services.

7. REPORTING STRUCTURE

In the event of a delay in completing the Appraisal, Appraiser will inform Client promptly as soon as reasonably practicable. Client agrees to provide Appraiser with the documentation reasonably required and reasonably requested by the Appraiser to complete the appraisal. Client agrees to provide contact name and phone number for property access.

8. FEE SCHEDULE

The proposed fee schedule shall include the following items:

1. Appraisal Fee
2. Anticipated cost related to real estate appraisal services to be provided during the engagement

9. APPLICATION REQUIREMENTS

Only legally registered appraisal firms are eligible to apply and must submit the following documents upon application:

1. Letter of expression of interest and capability demonstration
2. Proposal outlining the approach to the assignment

3. Capacity statement, organization overview, and lead consultant profile
4. Three references from similar assignments
5. Comprehensive work plan/timeline.

10. APPLICATION PROCEDURE

The proposal (duly signed) from the Appraiser should comprise a letter of expression of interest quoting the consultancy fee. Applications will be accepted preferably in soft copy through email and mentioning the subject line; “**20240530US Real Estate Appraisal**” to RFP@HEIFER.ORG on or before **Friday 3rd May 2024**.

11. HPI REQUIREMENTS

Client agrees to provide Appraiser with the documentation reasonably required and reasonably requested by the Appraiser to complete the appraisal. Client agrees to provide contact name and phone number for property access.

12. LATE SUBMISSIONS AND MODIFICATIONS

Proposals received after the deadline will not be considered. Applicants are responsible for adhering to submission instructions. Heifer reserves the right to modify or terminate this RFP.

13. AWARD PROCESS AND CONTRACT MECHANISM

Heifer will issue a fixed award agreement based on the submission and Heifer’s acceptance of deliverables. Once an award is issued, it will include the payment schedule with the deliverables specified above.

No.	Deliverable Task	Due Date
1.	Proposal Submission	03 rd May 2024
2.	Selection Committee Evaluation, Review & Award	10 th May 2024
3.	Notification of award	13 th May 2024
4.	Signing award	13 th May 2024

14. VALIDITY OF PROPOSALS

Proposals shall remain open for acceptance for twenty-one (21) days from the specified deadline. All terms and conditions, including pricing, are binding upon selection.

15. LIMITATIONS

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received because of the RFP.

16. DIVERSITY AND INCLUSION

Heifer International values diversity, equity, inclusion and belonging (“DEIB”), and believe that effectively accessing and managing diverse talent leads to improved outcomes. HPI takes a broad view of diversity, and inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. HPI expect third-party providers to respect and reflect HPI’s value of DEIB. HPI’s ongoing monitoring of third-party service providers incorporates an assessment of vendors’ commitment to, adherence with, and track record of accessing and retaining diverse and inclusive workforces.