



FORT BEND CENTRAL APPRAISAL DISTRICT

Request for Proposal (RFP) for Appraisal Services for Industrial (Real and Personal Property), Mineral Interests (Oil and Gas), Telecommunication, Electrical Providers, Solar Farms, Railroad, and Pipelines for Fort Bend Central Appraisal District

The Fort Bend Central Appraisal District, and the Chief Appraiser of the Fort Bend Central Appraisal District, hereinafter referred to as the “District” or “Appraisal District”, are soliciting proposals from private appraisal Firms to provide Appraisal Services pursuant to Section 25.01 (b) of the Texas Property Tax Code. The appraisal services will be for selected categories or parcels of property including Industrial (Real and Personal Property), Mineral Interests (Oil and Gas), Telecommunications, Electrical Providers, Solar Farms, Railroad, and Pipelines for all of Fort Bend County, Texas.

The District anticipates awarding a non-exclusive contract by August 15, 2022.

Proposals are to be submitted on the accompanying RFP Forms in accordance with this invitation and the accompanying Instructions to Appraisal Firms. Proposals not submitted on the accompanying RFP Forms will not be considered and will be rejected.

PROPOSAL INVITATION GUIDELINES

Submission and Opening of Proposals:

All proposals must be delivered in person, by United States mail or receipted overnight delivery service. Proposals received by oral, telephonic, facsimile, or other electronic means are invalid and will not receive consideration. All documents required to be submitted as set forth in the RFP Form and in the Instructions to Appraisal Firms shall be enclosed in a sealed, opaque envelope or container.

Proposals should be clearly marked as follows:

***SEALED PROPOSAL ENCLOSED – DO NOT OPEN IN MAILROOM
CONTRACT APPRAISAL SERVICES***

All Appraisal Firms are required to submit one (1) hard copy and one (1) digital copy of the RFP in sealed envelope(s) with proper identification no later than Monday, August 8, 2022, at 2:00 p.m., Central Standard Time. At such time, all proposals timely received shall be publicly opened, and Appraisal Firm's name read aloud. Requests for extensions of the closing date or time will NOT be granted. Partial bids will not be accepted. RFPs arriving late will not be considered. RFPs not physically received in the CAD office by the required date and time, as evidenced by the CAD office date and time stamp, will be returned unopened provided the Appraisal Firm's envelope is properly identified with the return address. If the Appraisal Firm's envelope is not properly identified, it will be opened to identify the Appraisal Firm and/or obtain the address before it is returned.

Each Appraisal Firm shall assume full responsibility for timely delivery of their proposal to the location designated for receipt of proposals. All proposals must be delivered to the District at the following address:

Mr. Jordan T. Wise
Chief Appraiser
Fort Bend Central Appraisal District
2801 B. F. Terry Blvd.
Rosenberg, Texas 77471

All submitted responses become the property of the District after the opening date. Responses submitted shall constitute an offer for a period of 90 days, or until a selection is made by the District.

Cost Incurred by Appraisal Firm(s):

All expenses involved with the preparation and submission of RFP to the District, or any work performed in connection therewith, shall be borne by the Appraisal Firm(s). No payment will be made for any responses received, nor for any other effort required of or made by the Appraisal Firm(s) prior to commencement of work as defined by a contract executed by District. The District appreciates the time and effort required to submit a proposal. Each Appraisal Firm hereby waives to the fullest extent permitted by law all claims against the District for any expenses incurred in connection with the preparation and submission of any proposal.

Exceptions to the RFP Solicitation:

Appraisal Firm may take exceptions to any of the terms of this RFP Solicitation unless the RFP Solicitation specifically states where exceptions may not be taken. All exceptions taken must be specific, and the Appraisal Firm must indicate clearly what alternative is being offered to allow the District a meaningful opportunity to evaluate and rank proposals, and the cost implications of the exception (if any). Where exceptions are taken, the District shall determine the acceptability of the proposed exceptions. The District, after completing

evaluations, may accept or reject the exceptions. Where exceptions are rejected, the District may insist that the Appraisal Firm furnish the services or goods described herein or negotiate an acceptable alternative. All exceptions shall be referenced by utilizing the corresponding section, paragraph, and page number in this RFP Solicitation. However, the District is under no obligation to accept any exceptions. If no exception is stated, the District will assume that the Appraisal Firm will accept all terms and conditions.

The District is receptive to any additional suggestions pertaining to products and services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

Acceptance and/or Rejection of Proposals:

The Board of Directors of the Fort Bend Central Appraisal District may reject any and/or all proposals and waive any formalities in bidding. The Board of Directors intends to award the contract by means of competitive bidding to the responsible and responsive Appraisal Firm. In determining to whom to award the project, the Appraisal District may consider all relevant factors and circumstances that affect the District's needs and interests and which the law allows to be considered.

Inquiries:

A pre-proposal meeting will not be required for this RFP. Any inquiries from Appraisal Firms concerning this RFP shall be submitted in writing by Monday, August 1, 2022, to Irene Klein, Deputy Chief Appraiser. Inquiries may be mailed or emailed to ireneklein@fbcad.org.

General Intent:

The Fort Bend Central Appraisal District is a political subdivision of the state whose primary responsibility is to appraise property within its boundaries for ad valorem taxation. The Appraisal District is governed by a Board of Directors and statutorily funded by the Cities, County, Special Districts, and Independent School Districts within Fort Bend County. It is the District's intent to improve and enhance the services it provides to these taxing entities and the general public in an economical and cost-efficient manner.

The District's objective is to receive competitive proposals that offer the best value. The best value and selection criteria may include, but is not limited to, the purchase price, quality of goods and services, budget and financial resources, flexibility, Appraisal Firm's reputation, stability, experience, safety record, past performance(s), scheduling, the District's needs, compliance with the RFP, laws and rules, long term costs to the District and any other relevant factors that are deemed to be in the best interest of the Appraisal District, as well as, any other criteria schedule noted herein.

Availability of Funds:

Following the initial one (1) year term, with two (2) additional options of one (1) year renewal terms, for a total of a possible 3-year period, if exercised by the District, will be subject to appropriation of funds in the District's Fiscal budget and subject to contract ratification by the District's Board of Directors. The District shall be the sole judge and authority in determining the availability of funds under this Contract. The District shall keep the Appraisal Firm fully informed as to the availability of funds.

RFP Documents:

The RFP Documents for this RFP are as follows:

- a. Invitation to Appraisal Firms
- b. Instructions to Appraisal Firms
- c. RFP Forms (with attached Schedules)

INVITATION TO APPRAISAL FIRMS

The Fort Bend Central Appraisal District invites all Appraisal Firms/respondents to submit a competitive proposal for Appraisal Services pursuant to Section 25.01 (b) of the Texas Property Tax Code. The appraisal services will be for selected categories or parcels of property including Industrial (Real and Personal Property), Minerals (Oil and Gas), Telecommunications, Electrical Providers, Solar Farms, Railroad, and Pipelines for all of Fort Bend County, Texas.

Copies of the Request for Proposal may be obtained from the Administrative Office of the Fort Bend Central Appraisal District at 2801 B. F. Terry Blvd, Rosenberg, Texas 77471 or online at www.fbcad.org.

Please note that the Fort Bend Central Appraisal District must receive all proposals no later than Monday, August 8, 2022, 2:00 p.m., Central Standard Time. At which time, all proposals will be publicly opened and read aloud. Please contact our office at (281)344-3623 should you have any questions.

The District anticipates awarding a non-exclusive contract by August 15, 2022 for an initial one (1) year term, with options to extend the contract for two (2) additional one (1) year terms, if exercised by the District. The District will then have another option to extend the contract with the same contractual terms and conditions.

Proposals are to be submitted on the accompanying RFP Forms in accordance with this invitation and the accompanying Instructions to Appraisal Firms. Proposals not submitted on the accompanying RFP Forms will not be considered and will be rejected.

Thank you for your attention and consideration in this matter.

INSTRUCTIONS TO APPRAISAL FIRMS

RFP Documents:

The RFP documents shall include the Invitation, Instructions to Appraisal Firms, the RFP Form (including all Schedules thereto), the Contract documents (as defined herein) and any other sample documents and contract forms referred to herein. The Contract documents shall consist of the agreement between the District and the successful Appraisal Firm, in a form acceptable to the District, to include the RFP requirements and all Addenda issued with respect to any of the RFP documents prior to the execution of the Contract.

Interpretation of Changes:

Each Appraisal Firm shall carefully study and compare the RFP Documents, and promptly report to the District any suspected errors, inconsistencies or ambiguities. Appraisal Firms may only request clarification or interpretation of RFP Documents in writing and such request must be received by the District no later than Monday, August 8, 2022; 2:00 p.m., Central Standard Time.

IN NO EVENT SHALL REQUESTS FOR SUBSTITUTIONS BE ACCEPTED OR CONSIDERED BY THE DISTRICT PRIOR TO THE AWARD OF THE CONTRACT. THE DISTRICT MAY ACCEPT OR REJECT ANY REQUEST FOR SUBSTITUTION ON ITS SOLE DISCRETION.

Interpretations, corrections, and/or changes of or to the Proposal Documents will be made by written Addendum issued by the District. Any interpretations, corrections, or changes of or to the RFP Documents made in any other manner will not be binding upon the District, and Appraisal Firm may not rely thereon. Addenda will be mailed, faxed, or emailed to all persons known by the District to have received a complete set of RFP Documents, and will be mailed to each Appraisal Firm at the address furnished by such Appraisal Firm to the District for such purposes. In addition, copies of Addenda will be made available for inspection at the District's office. No Addenda will be issued later than five (5) days prior to the last date for submission of proposals, except an Addendum withdrawing the request for proposal or which includes postponement of the date for receipt of proposals. Failure of a Appraisal Firm to receive any such Addenda shall not relieve the Appraisal Firm from any obligation under its proposal as submitted. All Addenda that are issued shall become a part of the Contract Documents.

Proposal Forms:

Proposals shall be submitted on the prescribed form included in the RFP Documents. All blanks on the RFP Form shall be completed, in ink or typewritten, with sums expressed in both words and figures. In case of discrepancy between the words and the figures, the amount written in words shall govern. All requested alternates shall be proposed, and if no change in the base proposal is required, the phrase "No Change" shall be inserted in the appropriate location. Each copy of the RFP Form shall include the legal name of the Appraisal Firm and shall indicate whether the Appraisal Firm is a sole proprietor, partnership, corporation, or other legal entity. Each copy of the RFP Form shall be signed by the person or persons legally authorized to bind the Appraisal Firm. A proposal by a corporation or other entity shall include the state of incorporation or organization of the Appraisal Firm, evidence of registration to do business in Texas and reasonable evidence of the authority of the person signing the proposal to bind the corporation or other entity. Each Appraisal Firm shall complete, execute, and deliver (as applicable) with its proposal, as part of the RFP Form included with the Proposal Documents, the following:

- **Financial Statements**

Financial statements of the Appraisal Firm for the previous two (2) calendar (or fiscal) years ended, and current monthly income and expense statements for the fiscal year to date, certified by the Appraisal Firm to be true and correct, to be attached to the RFP Form as **Schedule 1**.

- **Financial Interests**

Appraisal Firms will certify to the District any known financial interest in excess of \$2,500.00 of any member of the Board of Directors or District's staff as identified on **Schedule 2** of the attached RFP Form.

- **References**

At least three (3) references from business organizations to whom the Appraisal Firm has contracted and provided similar services within the last three (3) years, similar to the type specified herein. The references shall include the company name, address, contact person, telephone, facsimile number and email address, and a description of the scope, type and dollar amount of the services provided. It shall be attached to the RFP Form as **Schedule 3**.

- **Statements from Insurers**

All Appraisal Firms shall furnish to the District a statement from their insurers that if awarded, the District will be provided with certificates evidencing all the required insurance types and levels, none of which shall be cancelled, altered, or renewed until after 30 days advance written notice is received by the Chief Appraiser of the District or until the completion of this awarded contract. It shall be attached to the RFP Form as **Schedule 5**. The required insurance will be:

- a. Worker's Compensation, if applicable, shall provide for employer's liability insurance in the amount of one hundred thousand dollars (\$100,000.00).
- b. Public liability insurance in the form of comprehensive general liability with the inclusion of contractual liability coverage and shall provide limits of one million dollars (\$1,000,000.00) for each person and one million dollars (\$1,000,000.00) for each occurrence of property damage liability. The Fort Bend Central Appraisal District shall be named additional insured on primary/non-contributory basis.
- c. Automobile Liability, including coverage for all owned, hired, and non-owned vehicles used in connection with the Contract. The Fort Bend Central Appraisal District shall be named additional insured on primary/non-contributory basis.

The District reserves the right to require additional insurance if necessary. Coverage shall be issued by companies licensed (by TDI) to do business in Texas.

- **Appraisal Firm's Background Questionnaire**

A background questionnaire must be completed for the primary Appraisal Firm and each subcontractor. It shall be attached to the RFP Form as **Schedule 4**.

- **Personnel Reports and Resumes**

- a. **Appraisal Firm's Employees:** List individuals that will be involved with this project, include their professional expertise and experience.

Appraisal Firm will specify the **Project Manager**, with his/her individual professional expertise and experience and contact information.

- b. **Organizational Chart:** Appraisal Firm's organizational chart. Personnel reports and resumes shall be attached to the RFP Form as **Schedule 6**.

- **Payment Terms**

All Appraisal Firms shall furnish a statement describing all payment terms being offered to the District with this proposal. It shall be attached to the RFP Form as **Schedule 7**.

The above items are required by the District to adequately evaluate the Appraisal Firm's qualifications. Failure of the Appraisal Firm to deliver any such items with its proposal shall constitute a basis for rejection of the proposal by the District.

SUBMISSION OF PROPOSALS

All proposals must be delivered in person, by United States mail or receipted overnight delivery service. **Proposals received by oral, telephonic, facsimile, or other electronic means are invalid and will not receive consideration.** The underlined statement "Confidential" must precede trade secrets and confidential information that is contained in the Proposal. All documents required to be submitted as set forth in the RFP Form and in the Instructions to Appraisal Firms shall be enclosed in a sealed, opaque envelope or container.

Proposals should be clearly marked as follows:

***SEALED PROPOSAL ENCLOSED – DO NOT OPEN IN MAILROOM
CONTRACT APPRAISAL SERVICES***

Proposals must be delivered to the District at the following address:

Mr. Jordan T. Wise
Chief Appraiser
Fort Bend Central Appraisal District
2801 B. F. Terry Blvd.
Rosenberg, Texas 77471

Proposals must be received by the District by 2:00 p.m., Central Standard Time, on Monday, August 8, 2022. At such time, all proposals timely received shall be publicly opened, and Appraisal Firm's name read aloud. Each Appraisal Firm shall assume full responsibility for the timely delivery of its proposal to the location designated for receipt of proposals.

The District is not responsible for delays caused by any mail, package, or courier service, including the U.S. Mail, or caused by any other occurrence. **Please be advised that the District, in exercise of its discretion, may not accept proposals received after the scheduled time and date noted in this RFP solicitation.**

By submitting a proposal, the Appraisal Firm warrants and represents to the District that (i) the Appraisal Firm has prior experience on contracts of the same or similar type, nature, and class as this RFP; (ii) the Appraisal Firm has read and understands the RFP Documents and the Contract Documents; (iii) the proposal is made in accordance with the RFP Documents, and (iv) the Appraisal Firm has satisfied itself as to the nature of the Services and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the Services; the general and local conditions and other items which may in any way affect the performance of the Services; and the Appraisal Firm has correlated the Appraisal Firm's observations with the requirements of the Contract Documents. The Appraisal Firm understands and accepts the difficulties and costs associated with the Services and the potential delays, disruptions in the Services and costs associated therewith and has included such considerations in its delivery schedule and the proposal amount.

Modification and Withdrawal of Proposal:

Prior to the last date specified for submission of proposals, a proposal may be modified or withdrawn by notice to the District at the place designated for receipt of proposals. Such notice shall be in writing and executed by the Appraisal Firm in letter or memorandum form, by U.S. mail, by facsimile, telegram, or other similar electronic means. If by facsimile, telegram or other similar electronic means, written confirmation executed by the Appraisal Firm shall be mailed and postmarked or personally delivered on or before the stated time set for receipt of proposals. Any modification shall be worded so as not to reveal the amount of the original proposal. Any proposal withdrawn may be resubmitted within the time designated for the submission of proposals. Except as expressly provided herein, no proposal may be modified, withdrawn, or cancelled by a Appraisal Firm for a period of 90 days after the last date specified for receipt of proposals.

Acceptance and/or Rejection of Proposals:

The District may request from a Appraisal Firm a written interpretation of any term or statement in RFP that is or appears unclear or subject to more than one interpretation and may act upon such written interpretation. The Appraisal Firm shall provide a written response within five (5) working days. The District shall have the right to reject all proposals; to reject a proposal not accompanied by the required Proposal Documents; to reject a proposal which is in any way incomplete, irregular, or nonconforming; or to reject a proposal which may otherwise be legally rejected for any reason. The District may waive any formality in any proposal to the fullest extent permitted by applicable law. The District shall have the right to accept alternates in any order or combination.

Unless the District rejects all proposals, the District intends to award the Contract by means of competitive bidding to the responsible and responsive Appraisal Firm. The District may consider all relevant factors and circumstances which the law allows to be considered in determining to whom to award the project.

Each Appraisal Firm shall furnish to the District all such information and data reasonably requested by the District to help it in determining the Appraisal Firm's qualifications. A decision regarding determination of the successful Appraisal Firm(s) will be made by the District as soon as practical.

Award of Contract:

Time is of the essence, and the award of the Contract to the successful Appraisal Firm is expressly conditioned upon (i) Appraisal Firm's execution and delivery of the Contract Documents within five (5) calendar days after the successful Appraisal Firm is notified of the acceptance of its proposal, and (ii) the Appraisal Firm's timely fulfillment of any and all other conditions expressly set forth in the Contract Documents. Should the Appraisal Firm fail to timely execute and deliver the Contract Documents or fail to timely fulfill any other conditions of the RFP requirements, to the Contract Documents and the commencement of the Services, the District may, at its option and discretion, rescind the award and thereafter award the Contract to another Appraisal Firm or Appraisal Firms, or may reject all proposals. There will be no contractual obligation on the part of the District to any Appraisal Firm, nor will a Appraisal Firm have any property interest or other right in the Contract or Services being proposed, unless and until the Contract Documents are unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Appraisal Firm have either been so fulfilled by the Appraisal Firm or waived in writing by the District.

Please note that in the event that any terms in Appraisal Firm's contract conflict with the RFP terms, the RFP terms will supersede, and reference to RFP will be incorporated into the language of the executed contract.

SCOPE OF WORK

For and in return of the consideration, the Appraisal Firm shall provide the following professional appraisal services:

- A. The Appraisal Firm will appraise all mineral, utility, solar farms, telecommunications, electrical providers, railroads, pipelines and/or industrial properties and all related personal and other properties used and employed.
 1. Category G(Mineral): Approximately 16,300 accounts
 2. Category J: Approximately 480 accounts
 3. Category F: Approximately 200 accounts
 4. Category L: Approximately 460 accounts
- B. All appraisal services provided by the Appraisal Firm shall be conducted in accordance with generally accepted appraisal practices appropriate for the specific property in question. Any presumed deviation from such practices shall be subject to the prior written approval of the District. In performing such services, the Appraisal Firm shall adhere to certain guidelines as promulgated by the Texas Property Tax Code for use in the appraisal on all mineral, utility, solar farms, telecommunications, electrical providers, railroad, pipeline and/or industrial properties.
- C. The Appraisal Firm shall secure for the District all information reasonably necessary for the Appraisal Firm to assess the property. This information will be provided to the District when the Appraisal Firm works the accounts.
- D. The Appraisal Firm will compile a complete list of appraised values for all mineral, utility, solar farms, telecommunications, electrical providers, railroad, pipeline and/or industrial properties and all related personal and other properties used and employed, said appraised values to be as of January 1 of each Tax year.
- E. Both parties agree that all appraisals will be available by February 15, 2023, except for those appraisals of personal property, and mineral accounts that requested and were approved for an extension.
- F. The Appraisal Firm agrees to provide the District with the working interest and royalty interest value by leases.
- G. The Appraisal Firm will complete all necessary data into the District's computer assisted mass appraisal (CAMA) system for all properties they appraise.
- H. The Appraisal Firm agrees to prepare a summary appraisal report for the Chief Appraiser after substantial completion of work. The report should include the Firms value along with any evidence to corroborate the values. These reports should be turned in on a regular basis, monthly up until February 15, 2023, and Bi-Weekly until 2023 valuations have been completed.
- I. The Appraisal Firm will not negotiate with property owners/agents prior to value notices being mailed.
- J. The Appraisal Firm will provide the district with its current copy of their Mass Appraisal Methodology Manual. This document needs to include a current list identifying the appraisers and staff, along with their credentials that perform work for the District.
- K. The Appraisal Firm agrees to handle all pollution control properties and exemption calculations.
- L. The Appraisal Firm will value the accounts that have an abatement or freeport exemptions, however, the district will apply the appropriate adjustments to the Appraisal Firm's valuation of the Abated and Freeport accounts.
- M. The Appraisal Firm agrees that its personnel shall handle all Informal and Formal protests. In the event a property owner/agent files for arbitration or litigation, the Appraisal Firm will provide expert testimony in the Arbitration hearing or in the District Court proceedings.
- N. The Appraisal Firm also agrees to provide the services needed for a Property Value Study (PVS) appeal, if needed.

RFP Response Form(s) for Fort Bend Central Appraisal District

RESPONSE TO ALL BLANKS AND REQUIRED DOCUMENTATION IS MANDATORY

Invitation to Provide Proposal Contract Appraisal Services for Industrial (Real and Personal Property), Mineral Interests (Oil and Gas), Telecommunication, Electrical Providers, Solar Farms, Railroad, and Pipelines

Appraisal Firm Name	
Contact Person	
Address	
City, State, Zip	
Office Number	
Fax Number	
Email Address	

Submit to: **Mr. Jordan T. Wise
Chief Appraiser
Fort Bend Central Appraisal District
2801 B. F. Terry Blvd.
Rosenberg, Texas 77471**

For: **Contract Appraisal Services for Industrial (Real and Personal Property), Mineral Interests (Oil and Gas), Telecommunication, Electrical Providers, Solar Farms, Railroad, and Pipelines**

The Appraisal Firm named herein ("Appraisal Firm"), in compliance with the Invitation to Appraisal Firms and Instructions to Appraisal Firms for Fort Bend Central Appraisal District, Rosenberg, Texas ("District"), having carefully examined the Contract Documents (as such term is defined in the Instructions to Appraisal Firms), hereby offers to enter into a contract to provide **Contract Appraisal for Industrial (Real and personal Property), Mineral Interests (Oil and Gas), Telecommunication, Electrical Providers, Solar Farms, Railroad, and Pipelines** ("Services"), within the time set forth herein, and at the prices stated herein. The Appraisal Firm fully understands the intent and purpose of the Contract Documents and the conditions of bidding as set forth herein and in the Invitation to Appraisal Firms and the Instructions to Appraisal Firms. The Appraisal Firm hereby covenants and agrees that claims for additional compensation or extensions of time because of Appraisal Firm's failure to familiarize itself with the Contract Documents or any condition, which might affect the performance of the Services, will not be allowed.

Base Proposal Amount: The Appraisal Firm agrees to provide the Products and Services as described in the Contract Documents, for the amounts and within the timeframe itemized in the Scope of work section. ***The Proposal Amount includes all costs in connection with the Products and Services to be performed by Appraisal Firm. Please be advised that the District is a state government agency and is not subject to State Sales Tax.***

TOTAL PROPOSED AMOUNT FOR ALL ITEMS: _____

Delivery Date

Time is of the essence. Appraisal Firm must establish project completion dates as shown in the RFP Schedule for all years under consideration in **Schedule 8**. The Appraisal Firm shall establish their timelines for completion of the project and submit same with the proposal.

Representations

By execution and submission of this proposal, the Appraisal Firm hereby represents and warrants to the District as follows:

- (a) The Appraisal Firm has prior experience on contracts of the same or similar type, nature and class as the Services for the Project.
- (b) The Appraisal Firm has read and understands the RFP Documents and the Contract Documents, and this Proposal is made in accordance with the RFP Documents.
- (c) The Appraisal Firm has satisfied itself as to the nature of the Services and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the Services; the general and local conditions and other items which may in any way affect the performance of the Services; and the Appraisal Firm has correlated the Appraisal Firm's observations with the requirements of the Contract Documents. The Appraisal Firm understands and accepts the difficulties and costs associated with the Services and the potential delays, a disruption in the Services and costs associated therewith and has included such considerations in its work schedule and the Proposed Amount.
- (d) The Appraisal Firm's financial statements for the most recent two (2) calendar or fiscal years ended and current monthly income and expense statements for the fiscal year to date, attached hereto as **Schedule 1**, are true and complete in all respects and reflect the true financial condition of the Appraisal Firm.
- (e) Appraisal Firm has no knowledge of any financial interest in excess of \$2,500.00 in the Appraisal Firm or the Services contemplated hereunder by any of the Directors or District's staff members identified in **Schedule 2** hereto.

Appraisal Firm Name: _____

Printed Name of Authorized Signer: _____

Title of Authorized Signer: _____

Authorized Signature: _____

Date: _____

SCHEDULES

The following Schedules are attached to this RFP Form and incorporated herein:

- Schedule 1: Financial Statements (Attach Financial Statements)
- Schedule 2: Financial Interest Disclosure Statement
- Schedule 3: References
- Schedule 4: Appraisal Firm's Questionnaire
- Schedule 5: Statement from Insurers (Attach Statement from Insurer)
- Schedule 6: Personnel Reports and Resumes (Attach Reports & Resumes)
- Schedule 7: Payment Terms
- Schedule 8: RFP Timeline and Project Delivery Dates

Schedule 1: Financial Statements

(Attach Financial Statements)

Schedule 2: Financial Interest Disclosure Statement

Appraisal Firms will acknowledge any financial interest in excess of \$2,500.00 of the following list of Fort Bend Central Appraisal District Directors and District staff members:

Jordan T. Wise
Chief Appraiser

Irene Klein
Deputy Chief Appraiser (Appraisal Services)

Tara Strine
Deputy Chief Appraiser (Support Services)

Jim Kij
Board Chairman

Paul Stamatis
Board Vice-Chairman

Michael Rozell
Board Secretary

Pamiel Gaskin
Board Financial Officer

Darren Flynt
Board Member

Carmen Turner
Non-Voting Board Member

Schedule 3: References

Company Name	
Contact Person	
Address	
City, State, Zip	
Telephone Number	
Email Address	
Description of Contract (including size and type of service and dollar amount)	
Company Name	
Contact Person	
Address	
City, State, Zip	
Telephone Number	
Email Address	
Description of Contract (including size and type of service and dollar amount)	
Company Name	
Contact Person	
Address	
City, State, Zip	
Telephone Number	
Email Address	
Description of Contract (including size and type of service and dollar amount)	

Schedule 4: Appraisal Firm's Questionnaire
(Note: Make Copies for each Subcontractor for this Project)

Name of Business	
Year Established	
If Subcontractor, type of service:	
Business Officer	
Telephone Number	
Email Address	
Sales Representative	
Telephone Number	
Email Address	
Project Manager	
Telephone Number	
Email Address	
Type of Business (corporation, partnership, sole proprietorship, other legal entity)	
If incorporated, where:	
Subsidiary of what company:	
Brief history of business:	
Total Number of Employees	
Gross revenue for 2021	
Has your business/organization been a party in any litigation in the past 6 years?	
If so, list cause number, style and county where the suit is/was pending. Please give a brief explanation of the issues and outcome of the suit.	
Business Home Office Address:	
List Branch Office Locations:	

Schedule 5: Statement from Insurers

(Attach Statement from Insurers)

Schedule 6: Personnel Reports and Resumes

(Attach Reports & Resumes)

Schedule 7: Payment Terms

(Attach Payment Information)

Schedule 8: Timeline of RFP and Project Delivery Dates

Date	Function
July 14, 2022	Post RFP on District Website
July 14, 2022	First Newspaper Publication of RFP
July 21, 2022	Second Newspaper Publication of RFP
August 1, 2022	Deadline for Receipt of Inquiries
August 8, 2022	Deadline for Submission of Proposals <i>Proposals Must Be Delivered to the District on or before 2:00 p.m. Central Standard Time</i>
August 15, 2022	Board of Directors Consideration of Award of Contract
August 22, 2022	Contract Negotiation and Execution by Chief Appraiser (anticipated date)
September 1, 2022	Anticipated Start Date of Project