



Request for Proposals Residential Real Estate Appraisals

INTRODUCTION

Through this Request for Proposals (“RFP”), Mortgage Servicing Solutions (“MSS”) seeks proposals from licensed real estate appraisal firms to provide appraisal services for the residential loan portfolio that it subservices in the State of Maine. Selected firms will assist MSS in performing appraisals to support its Loan Servicing Division’s default, short sale and REO property analysis and disposition functions.

INSTRUCTIONS

One (1) original and one (1) copy of the proposal must be delivered to Mortgage Servicing Solutions at 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: Paul Russo. **Please also direct a courtesy copy by email to: prusso@mtgservicingsolutions.com.** Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead and on the form provided at [Attachment B](#).

Proposals must be received no later than 5:00 p.m. EST on April 2, 2020.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at [Attachment A](#).

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may result in MSS not considering or scoring your response.

- A. General Firm Information
 - 1. Provide a brief description of your firm, including but not limited to the following:
 - a. The name of the principal(s) of the firm.

- b. The name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
- c. The address of all offices of the firm.
- d. The number of employees of the firm.
- e. The names of any appraisal “sub-contractors” that you will use in preparing reports for MSS.
- f. The nature of any relationships that you maintain with other appraisal or real estate firms.
- g. Whether the firm is an appraisal management company.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work set forth at Attachment A.
2. Indicate which principals and associates from your firm would be involved in providing services to MSS. Provide appropriate background information for each such person and identify his or her responsibilities. For each name submitted, provide evidence of the requisite license, insurance, certification or other validation required by municipal or state agencies, the Federal Housing Administration (“FHA”), the United States Department of Agriculture-Rural Development (“USDA-RD”), and applicable law.
3. Include a current client roster, including a lead contact name and telephone number for each organization or business for which you provide residential real estate appraisal services.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with MSS or Maine State Housing Authority. If none, please provide a statement to such effect.
5. Describe how your firm will handle actual and or potential conflicts of interest.
6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. If none, please provide a statement to such effect.
7. The Scope of Work sets forth the reports/forms that must be used by the successful respondent(s) in providing appraisal services for MSS. For each such report/form,

- indicate the approximate number of that type of report/form that your firm completed during 2018 and 2019.
8. Indicate the geographic distribution of your appraisal work for 2016, 2017, and 2018 in the State of Maine. Include your response all county(ies), cities/towns, and/or municipality(ies) in which you have performed appraisal work.
 9. Provide work samples for each report/form listed at Attachment A.
 10. For 2018 and 2019, please provide the number of appraisals that your firm has completed for distressed property.
 11. MSS requires appraisals to be completed in a variety of geographic areas. Please describe how your firm will handle MSS' requests. In particular, note whether your firm has the ability to perform appraisals in remote geographic areas.
 12. Please provide your average turnaround time for appraisals. If your turnaround time is affected by certain factors, such as geographic area, please identify those factors.
 13. Describe your experience performing appraisals for properties with FHA and USDA-RD insurance.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Describe your proposed fee structure for each of the types of forms/reports listed in the Scope of Work. All fees must be submitted on the form provided at Attachment B.
2. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of MSS.

D. Miscellaneous

1. MSS encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on MSS' engagement and, if

applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to MSS' attention.

E. Certifications

1. MSS insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as MSS, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Paul Russo at prusso@mtgservicingsolutions.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after _____; (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a MSS employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of MSS employees will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with MSS and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Geographic locations served and ability to perform work in remote geographic areas
- Other pertinent information submitted.

MSS may invite one or more finalists to make presentations.

In its sole discretion, MSS may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, MSS has not committed itself to undertake the work set forth herein. MSS reserves the right to reject any and all proposals, to rebid the original or amended

scope of services and to enter into negotiations with one or more respondents. MSS reserves the right to make those decisions after receipt of responses. MSS' decision on these matters is final.

Attachment A

Scope of Work

MSS seeks to engage licensed, residential real estate appraisal firms to provide appraisal services for the benefit of its Loan Servicing Division.

The following appraisal forms must be utilized for all reports.

- A. **Uniform Residential Appraisal Report** (URAR Form 1004 dated March 2005/ UAD Version) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an interior and exterior property inspection.
- B. **Exterior-Only Inspection Residential Appraisal Report** (Exterior Only Form 2055 dated March 2005/ UAD Version) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an exterior-only property inspection.
- C. **Individual Condominium Unit Appraisal Report** (Form 1073 dated March 2005/ UAD Version) for an appraisal of an individual condominium unit based on an interior and exterior property inspection.
- D. **Exterior-Only Inspection Individual Condominium Unit Appraisal Report** (Form 1075 dated March 2005/ UAD Version) for an appraisal of an individual condominium unit based on an exterior-only property inspection.
- E. **Small Residential Income Property Appraisal Report** (Form 1025 dated March 2005) for an appraisal of a two-unit to four-unit property (including a two-unit to four-unit property in a PUD, condominium or cooperative project) based on an interior and exterior property inspection.

Attachment B
Proposed Appraisal Pricing

- A. **Uniform Residential Appraisal Report** (URAR Form 1004 dated March 2005/ UAD Version) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an interior and exterior property inspection. \$_____
- B. **Exterior-Only Inspection Residential Appraisal Report** (Exterior Only Form 2055 dated March 2005/ UAD Version) for an appraisal of a one-unit property (including an individual unit in a PUD project) based on an exterior-only property inspection. \$_____
- C. **Individual Condominium Unit Appraisal Report** (Form 1073 dated March 2005/ UAD Version) for an appraisal of an individual condominium unit based on an interior and exterior property inspection. \$_____
- D. **Exterior-Only Inspection Individual Condominium Unit Appraisal Report** (Form 1075 dated March 2005/ UAD Version) for an appraisal of an individual condominium unit based on an exterior-only property inspection. \$_____
- E. **Small Residential Income Property Appraisal Report** (Form 1025 dated March 2005) for an appraisal of a two-unit to four-unit property (including a two-unit to four-unit property in a PUD, condominium or cooperative project) based on an interior and exterior property inspection. \$_____