

**REQUEST FOR PROPOSALS**

**DATE ISSUED: November 20, 2023**

**CITY OF SOUTHPORT**

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**REQUEST FOR PROPOSALS**

**FOR:**

**Professional Appraisal Services for Valuation  
Of Wastewater Collection  
and Water Distribution Systems**

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**DUE DATE / TIME:**

**December 29, 2023 @ 3:00 PM**

**Deadline for Inquiries**

**December 20, 2023 @ 5:00 PM**

**Time and Date Set for Submittal**

**December 29, 2023 @ 3:00 PM**

**Notice of Selection**

**January 4, 2024**

REQUEST FOR PROPOSALS (RFP)  
FOR  
**Professional Appraisal Services for Valuation  
of Wastewater Collection  
and Water Distribution Systems**

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INFORMATION AND INSTRUCTIONS

**I. GENERAL INFORMATION**

- A. The City of Southport (“Southport”) (<http://www.cityofsouthport.com>) is requesting proposals from qualified vendors to perform valuation services of assets of the City of Southport’s Wastewater Collection System and Water Distribution System. The City is looking for separate valuations for each system. It is the intent of the City to award all items of services described in the specifications to a single vendor.
- B. The Proposal must be received by the Assistant City Manager at 1029 N. Howe Street, Southport, NC 28461 by the date and times listed on the cover page of this RFP.
- C. Southport shall not be held responsible for any oral instructions. Any changes, or clarifications, to this Request for Proposals (“RFP”) will be in the form of an addendum, which will be furnished to all registered RFP holders.
- D. Southport reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received.
- E. Questions regarding this RFP may be directed to Dorothy Dutton via email at [ddutton@cityofsouthport.com](mailto:ddutton@cityofsouthport.com) and shall be received no later than five (5) business days prior to the opening date to allow for the timely preparation and posting of addenda. Questions received, and the decisions regarding each question, shall be set forth in a written addendum. No oral interpretations shall be made to any respondent as to the meaning of any portion of the RFP documents.
- F. Any addenda to this RFP will be posted on the City’s website. Therefore, all interested respondents should check the website from now through procurement opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.
- G. The City does not discriminate on the basis of race, color, sex, national origin, religion, age, or disability. Any contractors or vendors who provide services, programs or goods for the City are expected to fully comply with the City’s non-discrimination policy.

**II. ANTICIPATED SCOPE OF WORK**

The City of Southport has previously issued a Request for Qualifications to explore the merger of its wastewater collection and water distribution systems. The Merger Study RFQ was not intended to commit the City to a wastewater and water merger. The reports from the Merger Study have suggested the potential for a merger to the Brunswick County system. To assist in the potential merger of the City’s wastewater and water assets, the City now issues this Request for Proposals (“RFP”) to solicit proposals from appraisers and/or appraisal firms that have experience in valuing wastewater collection systems and water distribution systems. If procured, responder(s) to this RFP would be expected to work collaboratively with the City of Southport and its other retained professionals. The Company must have demonstrated experience in providing such services and an understanding of the standards and requirements typical to perform the work. The Company must hold and maintain appropriate certification deemed necessary by local, State and Federal agencies.

Valuation services must be provided by the Company in a cost-effective, efficient, regulatory-compliant, and reliable manner under the terms of an agreement to be entered into between the City and the Company.

The following scope of services is suggested at this time. If variations to this scope are suggested by the respondent, they should be clearly identified in the response submitted by the company.

#### **A. Scope of Work**

The Company is expected to provide all supervision, materials, equipment, labor, and all other items necessary to complete said work in accordance with the proposal documents.

The Company will be required to appraise and establish fair market values of all assets of the City of Southport's Wastewater Collection System and Water Distribution System.

The Company must furnish sufficient equipment, labor, financial capability, and experience to perform the services set forth in this RFP.

The Company shall provide the City with a written report which includes but is not necessarily limited to (1) the current fair market value of all assets of the City's Water and Sewer Utilities, (2) the methodology used in making its determination and (3) identification of all documents and material used in making such determination. This report and all work performed by the Company shall be in accordance with the Uniform Standards of Professional Appraisal Practices as amended. A separate report shall be provided for each utility.

Employees of the Company shall be certified pursuant to the laws of the State of North Carolina and be competent and skilled in performance of the work to be provided.

The Services to be Performed shall include but not necessarily be limited to the following:

- (a) Initial Meeting with City
- (b) Research and Document Retrieval and Review by Company
- (c) Site Inspections
- (d) Cost Approach Analysis regarding the Wastewater Collection System
- (e) Cost Approach Analysis regarding the Water Distribution System
- (f) Income Approach Analysis regarding the Wastewater Collection System
- (g) Income Approach Analysis regarding the Water Distribution System
- (h) Market Approach regarding Wastewater Collection System
- (i) Market Approach regarding Water Distribution System
- (j) Preparation of Appraisal Report
- (k) Presentation of report to the City

**Nondiscrimination** - The Company agrees and warrants that in the performance of the contract such Company will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national

origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contract that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of North Carolina.

**Indemnity** - The Company will indemnify and save harmless the City, its officers, agents, servants and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney's fees to the extent resulting from a willful or negligent act or omission of the Company, its officers, agents, servants and employees in the performance of work described in this Contract.

**Licenses and Taxes** - The Company shall obtain and maintain for the life of the Contract, all licenses and permits (other than the license and permit granted by the Contract) and promptly pay all taxes required. Each of the Company's employees performing services pursuant to the Contract shall be properly trained and hold in good standing the proper license to operate.

**Term** - The Contract shall include a scope of services to be performed by the Company consistent with this RFP which shall terminate upon completion of the services by the Company and acceptance of the work by the City.

**Insurance** - The Company shall always during the contract, maintain in full force and effect all insurance requirements as outlined in Attachment 3. All insurance shall be by insurers and for policy limits acceptable to the City. Before commencement of the Contract, the Company agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force, containing the following provision:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time. In the event of cancellation or material change in the policy affecting the certificate holder, thirty (30) days prior written notice will be given the certificate holder and the City of Southport. The City of Southport is listed as an additional insured under the terms of this Contract.

**Basis and Method of Payment** – The Company shall submit detailed monthly invoices to the City for the work performed and the City will pay the Company for the work performed under the contract monthly by the 30th day of each month following receipt of such invoice.

**Transferability of Contract** - Other than by operation of law, no assignment of the Contract or any right occurring under this Contract shall be made in whole or in part by the Company without the express written consent of the City, which consent shall not be unreasonably withheld; in the event of an assignment, the assignee shall assume the inability of the Company.

## **B. Evaluation and Reporting**

Vendor will provide five (5) copies of the written reports, with one (1) electronic copy, at the conclusion of the appraisal as described above:

## **C. Other Requirements**

The successful proposer shall be required to attend various meetings with City staff to include:

1. Initial meeting(s) with facilities staff at project commencement.
2. Meeting(s) with staff to present draft and final Evaluation Reports.
3. Presentation(s) of the final Reports to Southport Board of Aldermen.

## **III. STATEMENT OF QUALIFICATIONS**

A. Interested firms must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Respondents are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ will be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ, and from any other relevant source, may be used in the evaluation and selection process. The project proposal must outline the firm's qualifications and describe the process planned to provide the deliverables listed above. Proposals should include team members, past relevant project experience, knowledge and awareness of the City of Southport and any other commonly included information with such studies. It is the City's intent to make the selection after reviewing the qualifications of each submitting firm.

**B. REQUIRED INFORMATION:**

All qualifications statements shall include the following information, at minimum:

1. Cover Letter (1-page)
2. Tab A: Proposed Scope of Services / Approach
3. Tab B: Project Experience
4. Tab C: Project Schedule
5. Appendix A: Key Personnel Resumes
6. Appendix B: Professional References
7. Fee Proposal (separate sealed envelope).

**COVER LETTER**

The cover letter shall not exceed one (1) page and shall contain, at minimum, the following information: Company name of the primary consultant and any planned sub-consultants as well as the contact names, addresses, phone numbers and email addresses for each primary consultant and sub-consultant. The cover letter should also identify the project manager with associated contact information.

**TAB A- PROPOSED SCOPE OF SERVICES / APPROACH**

Describe the firm's approach to performing the required services in the Anticipated Scope of Work described above. Supplement the Anticipated Scope of Work as necessary to adequately meet the desired goals of the City. Identify how your firm plans to utilize internal or external consultants or sub-consultants to complete the project.

**TAB B- PROJECT EXPERIENCE**

Identify at least two (2) but no more than three (3) similar projects where you were the Primary Consultant. Demonstrate the experience of your firm, including all sub-consultants, on similar projects. The projects submitted should demonstrate that the consultant and/or the team have performed the same or similar type of services to be considered relevant.

**TAB C – PROJECT SCHEDULE**

Describe the project timeline for completion. The proposed project schedule should illustrate the firm's capability to meet schedule requirements. Provide a Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate the firm's ability to meet the designated milestones.

**Appendix A – EXPERIENCE OF KEY PERSONNEL**

For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the firm may provide. However, at a minimum the firm must provide the primary consultant, or project manager, and at least one (1) person from each sub-consultant identified, if applicable. Resumes should provide information for key staff (no company profiles) and should not include general firm information. Provide an organizational chart at the end of this tab, chart may be submitted in 11”X17”. The chart should depict the project team organization, lines of authority and primary responsibilities of team members. Clearly indicate superior/subordinate reporting relationships. Provide names of each position and identification of firm or sub-consultant.

#### Appendix B – PROFESSIONAL REFERENCES

The SOQ should include a minimum of three (3) professional references, with contact information. The references should be projects performed by the consultant in small-to-medium sized municipalities, preferably in North Carolina.

#### Separate Sealed Envelope – FEE PROPOSAL

A cost proposal addressing the elements of the work to be performed. This proposal shall be in sufficient detail to include the task, number of hours, unit hourly rates and total proposal. The consultant shall indicate all costs that are considered necessary for the completion of the project. There shall be separate costs for the Wastewater and Water Systems submitted. It shall be submitted in a separate sealed envelope.

### IV. **SUBMITTAL REQUIREMENTS**

#### **PROPOSAL FORM:**

All Proposals shall be submitted on the form provided (Attachment 1) and shall address all requirements of the RFP including the items listed in Attachment 2 and the executed Affidavit as set forth in Attachment 4. Erasures or other changes must be explained or noted over the signature of the Proposer.

Proposals shall be submitted in a sealed envelope, clearly marked on the front of the envelope “**RFP SUBMISSION FOR VALUATION SERVICES FOR VWASTEWATER COLLECTION AND WATER DISTRIBUTION SYSTEMS.**” All submissions must be received by the Clerk’s Office of the City of Southport, Southport City Hall, 1029 N Howe Street, Southport, NC 28461 no later than 3:00 p.m. on December 29, 2023. Proposals received after that date and time will not be accepted. Telegraphic or faxed Proposals will not be considered.

#### **INTERPRETATION OF RFP PACKAGE**

No oral interpretations will be made to any Proposer as to the meaning of the Specifications and RFP Documents. Every request for such interpretation shall be made in writing, by the Proposer to Southport Assistant City Manager, Dorothy Dutton at [ddutton@cityofsouthport.com](mailto:ddutton@cityofsouthport.com). No inquiry received after 5:00 p.m. on December 20, 2023 will be given consideration. Every interpretation made to a Proposer will be in the form of an addendum to the specifications. Said addendum will be sent promptly via email to all persons who have requested the Proposal Package.

#### **EXAMINATION OF SPECIFICATIONS**

Each Proposer shall thoroughly examine and be familiar with the RFP Package and Specifications. The failure or omission of any Proposer to examine any form, instrument, addendum, or other document, shall in no way relieve said Proposer from any obligations with respect to their Proposal. No Proposer shall rely upon any oral representation of any person, City official or employee concerning job requirements, nor will such reliance excuse performance in accordance with the contract nor be the basis for any claimed extra costs.

- A. Qualifications must be placed in a sealed envelope clearly marked “Response to RFP for **“Professional Appraisal Services for Valuation of Wastewater Collection and Water Distribution Systems”** and three (3) hard copies and (1) electronic copy (complete electronic copy of the qualifications package on a USB Drive using a searchable “.pdf” file format) of the Statement of Qualifications and Appendix A must be **submitted to the City of Southport Assistant City Manager, 1029 N. Howe Street, Southport, NC 28461 by December 29, 2023 at 3:00 pm local time.**
- B. Failure to comply with the following criteria may be grounds for disqualifications: Receipt of submittal by the specified cut-off date and time; The number of originals and/or copies of the submittal specified; or Adherence to maximum page requirements.
- C. Adherence to the maximum page criteria is critical; each page side with criteria information will be counted. Pages shall be generally 8-1/2" x 11" paper. A maximum of two (2) pages may be on 11" x 17" size paper.

## **V. SELECTION PROCESS AND SCHEDULE**

### **SELECTION PROCESS**

The City may accept those proposal(s), which will, in its opinion, most completely meet the requirements of the RFP. The City solely determines which Proposer best meets the specifications and is in the best interest of the City of Southport. The City may disqualify the Proposer, and may reject any proposal, that fails to provide complete and accurate information in response to the requirements of this RFP.

Proposals will be evaluated based on what is deemed to be in the best interest of the City, including such factors as the bidder’s experience and expertise in appraising businesses, real estate and/or commercial enterprises; recommendations of entities for which the Proposer has previously provided services; and the total estimated cost to the City. The cost shall not be the sole factor in evaluating bids. The City of Southport reserves the right to request additional and/or clarifying information from Proposers. The anticipated award of the RFP and execution of the agreement between the selected Company and the City of Southport will occur prior to January 20, 2024.

The following tentative schedule has been prepared for this project.

- 1. RFP’s due: December 29, 2023 @ 3:00 PM

2. Firms notified of Selection: January 5, 2024
3. Board of Alderman approve Contract Award: January 11, 2024

### **INDEPENDENT CONTRACTOR**

The selected Company is an independent contractor and is not an employee or partner of, or in any other service relationship, with the City of Southport. The Company is not authorized to speak for, represent, or obligate the City of Southport in any manner without prior expressed written authorization from the City of Southport.

### **AWARD OF CONTRACT**

The City of Southport expects to award the Contract to the responsible and qualified Company complying with the conditions of the RFP package, provided that its Proposal is reasonable and that it is in the best interest of the City of Southport to accept it. The award of the Contract will be made on or before January 20, 2024. The City of Southport reserves the right to reject any and all proposals, to waive any informalities, omissions, excess verbiage or technical defects in the proposal and the City need not necessarily award the Contract based on lowest costs, if it is in the opinion of the City that such award is in best interest of the City of Southport to accept another proposal.

The Award of the Contract shall be contingent upon the Company and the City entering into a written contract to the satisfaction of both the City and Company.

### **INTERVIEWS**

The City reserves the right to conduct interviews with as many of the Proposers as it finds appropriate.

**CITY OF SOUTHPORT**

**REQUEST FOR PROPOSALS**

**PROFESSIONAL APPRAISAL SERVICES FOR VALUATION**



**OF WASTEWATER COLLECTION  
AND WATER DISTRIBUTION SYSTEMS**

**DUE DATE: DECEMBER 29, 2023 – 3:00 P.M.  
SOUTHPORT CITY HALL  
1029 N HOWE STREET SOUTHPORT, NC 28461**

**SUBMITTED BY:**

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

REQUEST FOR PROPOSALS PROFESSIONAL

APPRAISAL SERVICES

To: City of Southport

Proposal of:

The undersigned having carefully read and considered the Request for Proposal, Instructions for Proposals, General Specifications and all other bid documents for professional appraisal services does hereby offer to contract with the City of Southport to perform all services required by the bid documents at the price (expressed in both words and figures) applicable to each item of the work as hereinafter set forth.

Itemized Price for Professional Services – (Below should include the anticipated hours for each item, the hourly rate to be applied and subtotal)

- (a) Initial Meeting with City
- (b) Research and Document Retrieval and Review by Company
- (c) Site Inspections
- (d) Cost Approach Analysis regarding the Wastewater Collection System
- (e) Cost Approach Analysis regarding the Water Distribution System
- (f) Income Approach Analysis regarding the Wastewater Collection System
- (g) Income Approach Analysis regarding the Water Distribution System
- (h) Market Approach regarding Wastewater Collection System
- (i) Market Approach regarding Water Distribution System
- (j) Preparation of Appraisal Report
- (k) Presentation of report to the City

Total Not to Exceed Price for Professional Appraisal Services for Wastewater Collection System

Numeric: \$ \_\_\_\_\_

Written: \_\_\_\_\_

Total Not to Exceed Price for Professional Appraisal Services for Water Distribution System

Numeric: \$ \_\_\_\_\_

Written: \_\_\_\_\_

In submitting this Proposal, it is understood that the right is reserved by the City of Southport to reject any or all Proposals, to waive any informalities, omissions, excess verbiage or technical defects in the Proposal, and the City need not necessarily award the Contract to the firm who submitted the lowest costs for services if, in the opinion of the City, it would be in the best interest of the City of Southport to accept another Proposal.

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BIDDER'S QUALIFICATION STATEMENT**

All questions must be answered, and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on a separate attached sheet but must be notarized as set forth herein. The Bidder may submit any additional information it desires.

1. Name of Bidder.
2. Permanent main office address.
3. When organized.
4. If a corporation, where incorporated.
5. How many years have you been engaged in the contracting business under your present firm or trade name?
6. Contracts onhand with any governmental entity
7. General character of work performed by your company.
8. Have you ever defaulted on a contract which resulted in a claim against your insurance carrier or litigation? If so, explain.
9. List five more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed.
10. List your experience in work similar to this project.
11. List the background and experience of the principal members of your organization, including officers.
12. List the work to be performed by subcontractors and summarize the dollar value of each Subcontract, if any.

Date: This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Name of Bidder**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Attachment 2 – Page 2 of 2**

State of : \_\_\_\_\_ )  
County of: \_\_\_\_\_ ) ss: \_\_\_\_\_

\_\_\_\_\_ being duly sworn deposes and says  
that he/she is \_\_\_\_\_ of

\_\_\_\_\_  
(Name of Organization)

and that the answers to the forgoing questions and all statements therein contained  
are true and correct.

Subscribed and sworn to be me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission expires: \_\_\_\_\_, 20\_\_\_\_\_.

**CERTIFICATION OF INSURANCE REQUIREMENTS**

The Contractor, upon the notice of award and upon execution of the Contract, shall provide documentation, if not previously submitted of a Certificate of Insurance showing the following coverages and limits of liability are in effect for the time period of the Contract through insures licensed to do business in the State of North Carolina. Such certificate(s) shall contain provisions that the City shall be given thirty- (30-) days advance written notice by the insurance company by certificated mail of change in, or cancellation of, coverage.

**All policies shall name the City of Southport as an additional Insured.**

<b>Coverage</b>	<b>Limits of Liability</b>
1. Workers' Compensation	
➤ State	Statutory
➤ Applicable Federal (e.g. Longshoremen's)	Statutory
➤ Employer's Liability	
-Bodily Injury by Accident	\$100,000.00
-Bodily Injury by Disease	\$100,000.00
-Each Employee	\$500,000.00
2. Comprehensive Professional General Liability (Including Premises-Operations; Independent Contractor's Protective; Products and Completed Operation Broad Form Property Damage)	
➤ Bodily Injury	
-Each Occurrence	\$5,000,000.00
-Annual Aggregate	\$5,000,000.00
➤ Property Damage	
-Each Occurrence	Combined Single Limit
3. Personal Injury	
Annual Aggregate	\$5,000,000.00

## **Attachment 3 – Page 2 of 2**

To the extent permitted by law, all or part of any required insurance coverage may be provided by the Contractor's parent corporation.

All Sub-Contractors on this Project shall carry the same coverage as required for the Contractor, and the Contractor shall determine that coverage is in effect prior to allowing any Sub-Contractor to commence work.

No insurance required or furnished hereunder shall in any way diminish, nor relieve the Contractor of its responsibilities, obligations, and liabilities under the Contract.

In addition, the Company shall furnish to the City verification of its errors and omissions policy in effect at the time of its bid.

**Attachment 4**

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ )

) ss.

County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/she is (owner, partner, officer representative or agent) of \_\_\_\_\_, the Bidder that has submitted the attached bid;

(2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner of any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of tis agents, representatives, owners, employees, or parties of interest, including the affiant.

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_, 20\_\_.