

REQUEST FOR PROPOSALS FOR APPRAISAL SERVICES

The Town of Northfield seeks proposals from qualified firms to perform a real estate appraisal of the property at 310 Water Street that has been approved for purchase by the Town, through the Hazard Mitigation Grant Program and FEMA. The proposed work shall include non-UAD narrative appraisal of the property at the pre-flood fair market value. Consultants should be prepared to visit the lister and town offices as well as the property site. Consultants must be licensed Vermont Real Estate Appraisers in good standing and have appropriate insurance.

Submission Requirements

All responses to the request for bids shall include the following:

1. **Cover Letter** - A cover letter and general description of proposal
2. **Appraisal Approach**
3. **Proposed Schedule** – A schedule of appraisal start and end date.
4. **Experience** – List of similar projects
5. **Appraisal Cost**

For questions regarding the request for proposals, please contact Town Manager, Jeff Schulz at jschulz@northfield.vt.us or 802-485-9822. One (1) electronic Adobe (PDF) file shall be received on/before 4:00 pm on September 22, 2023, via emailed to jschulz@northfield.vt.us. Hard copy proposals can all also be received by the Town by 4:00 PM on September 22, 2023, Town Manager, 51 South Main Street Northfield, VT 05663.

The Town of Northfield reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the request for bids in part or in its entirety if it is in the best interest of the Town of Northfield. This solicitation of proposals in no way obligates the Town of Northfield to award a contract.

The selected firm shall not start the project until the successful applicant enters into a written contract with the municipality. The Town of Northfield is not liable for any cost incurred by consultant prior to issuance of a contract. The contractor shall provide proof of Insurance Coverage such that All contractors, and any sub-contractors must carry adequate insurance coverage (not less than \$1,000,000-per occurrence). \$1,000,000 - General Aggregate Applying, in total, \$1,000,000 - Products/Completed Operations Aggregate, \$50,000 – Fire/Legal/Liability, and \$1,000,000 – Automotive Liability), and must affirm being an equal opportunity employer.