



Dear Interested Party:

Date: December 13, 2022

REQUEST FOR QUALIFICATIONS FOR APPRAISERS AND MARKET STUDY ANALYSTS FOR MULTIFAMILY HOUSING DEVELOPMENTS

The Connecticut Housing Finance Authority (“CHFA”) invites interested Connecticut General Certified Real Estate Appraisers to submit written qualifications for evaluation and potential inclusion on CHFA’s list of approved appraisers and market study analysts for multifamily housing developments being considered for financing by CHFA.

CHFA will not reimburse for any expenses incurred in connection with this Request for Qualifications (“RFQ”) including, but not limited to, the cost of preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of CHFA, are matters of public record, and may be disclosed by CHFA after the awarding of a contract.

OVERVIEW

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA’s purpose is to help alleviate the shortage of affordable housing for low-income and moderate-income families and persons in Connecticut by providing single family mortgages, financing for rental housing, and mortgages for the purchase, development and construction of housing.

For additional information about CHFA, please reference CHFA’s website at www.chfa.org.

SCOPE OF SERVICES

In accordance with CHFA’s Procedures Section II.A-7 related to Market Study and Section II.A-8 related to Appraisals, CHFA contracts with independent professionals to provide market studies and appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) for all multifamily housing developments being considered for financing by CHFA. Also, the appraisals and market studies must be done in accordance with the

Supplementary Criteria for Completed Self-Contained Appraisals and Supplementary Criteria for Market Study Reports attached as **Exhibit E**

EVALUATION CRITERIA

Firms will be evaluated on the basis of their written responses to this RFQ, additional written information as requested by CHFA and oral interviews, if any, including, but not limited to, the following criteria:

- the firm's professional depth and capacity in terms of professional credentials, references, technical skills, ability and experience;
- the thoroughness of the firm's response to this RFQ;
- the firm's proposed fee schedule(s) for each property type;
- the firm's exceptions, if any, to the supplementary criteria attached as **Exhibit E**;
- the firm's commitment to Affirmative Action and/or Diversity, Equity and Inclusion

CHFA may select multiple firms for the services described herein. No selected firm is guaranteed any number of projects or proportion of business.

REQUESTED INFORMATION

All firms must address the following issues and questions:

1. Provide a brief description of your firm, its history and main areas of business. Indicate the total number of staff and the team available to CHFA.
2. Provide a summary of the key strengths and qualifications of your firm to serve as Appraiser and Market Study Analyst to CHFA. *(Your response to this question should not exceed one page).*
3. Please provide current resumes, including complete educational background, work experiences, and professional affiliations, for each principal and staff member whom the firm proposes to provide professional services to CHFA. Please summarize experience with programs established by the U.S. Department of Housing and Urban Development (HUD), Rental Assistance Demonstration (RAD), Historic Tax Credits (HTCs), and Low-Income Housing Tax Credits (LIHTCs), or any other publicly financed projects with income restrictions. Please indicate their probable areas of responsibility and the percentage of their time which would be available to service CHFA's account. A copy of each such principal's and staff member's valid license from the State of Connecticut as a General Certified Real Estate Appraiser must be provided with the response. Please specify if you belong to any professional trade groups that focus on information sharing and methodology of the federal LIHTC Program or any other organization that furthers affordable housing.

4. Provide, in tabular form, information on the employee composition of your firm indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.
5. Please identify each multifamily property type(s) for which your firm desires to be considered, including but not limited to:
 - a. LIHTC developments
 - b. Family
 - c. Elderly
 - d. Supportive
 - e. Mixed-use including multifamily housing and commercial/retail space

Firm should provide a summary of each such property type(s) located in the State and appraised by the firm during the five (5) year period preceding the date of the response to this RFQ and include the date of the appraisal. A minimum of two (2) representative, self-contained appraisal reports for each property type authored by the respondent within the six (6) month period preceding the date of the response to this RFQ should be submitted as enclosures. Personally identifiable or sensitive information such as client names, property owners and property addresses may be redacted from the sample reports. However, information related to the valuation analysis and methodology must be visible and remain intact.

Firms currently on CHFA's approved appraiser/market analyst list need only submit a list of the names and addresses of properties that the firm has conducted a market study analysis or appraised for CHFA.

6. Please identify all counties/areas within the State for which professional appraisal and/or market study services are being proposed.
7. Describe your presence in Connecticut, if any, including corporate existence in Connecticut, whether formed in Connecticut or authorized to do business in the state. This may include, but is not limited to, information on the number of offices your firm maintains in Connecticut, the location of such offices, the number of Connecticut residents employed in those offices, and payroll and corporate taxes paid in Connecticut. If your firm currently is not registered with the Connecticut Secretary of State, please indicate whether your firm will so register if your firm is awarded this contract.
8. Include any participation by your firm in any civic or other non-profit activities, including any charitable contributions that your firm made in Connecticut.
9. Provide the rate or range of rates on the attached Fee Summary **Exhibit A**. The fees(s) contained in such attachment shall be stated on a per-project, gross basis, inclusive of all expenses.

10. Submit specific information regarding your firm's commitment to Affirmative Action and/or Diversity, Equity and Inclusion. Please include, at a minimum, policies and practices, including but not limited to hiring practices, and any information that would demonstrate your firm's commitment to expanding diversity in the workplace, including recruiting initiatives, retention and promotion efforts and ongoing assessment of your firm's progress with respect to underrepresented groups (e.g., in terms of ethnicity, gender, sexual orientation, disability, etc). Please include your firm's most recent EEO-1 report if required to file. If your firm is a registered Small and/or Minority Business Enterprise, please provide a copy of your firm's certificate.
11. Describe your firm's commitment to diversity, education and training of the next generation of workers in your profession. Please include:
 - a. A brief description of any internship programs your firm offers and the applicable percentage of the internships for the underrepresented groups.
 - b. A brief description of any scholarships your firm provides to students and the applicable percentage of the underrepresented recipients.
12. Does your firm have a written policy, program or initiative to foster business relationships with the underrepresented groups? If so, please provide details of the program and the percentage of business conducted with those groups.
13. Describe any and all material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or non-routine inquiries or investigations relating to you, your firm, or any of your affiliates, including any proceedings to which you, your firm, your affiliates or any of their respective officers, directors or employees are a named party or of which any of such has been the focus, that have occurred in the last three (3) years or that are currently threatened, including whether you, your firm, or any of your affiliates, or their respective officers, directors or employees have been censured by any regulatory body. Describe any such circumstances. Advise whether these investigations or proceedings will affect you or your firm's ability to complete the proposed transaction and perform the services in this RFQ.
14. Describe whether you foresee any potential conflicts of interest arising from this engagement. If so, describe how your firm would address potential conflicts of interest.
15. Has your firm ever been removed from an account prior to the expiration of its contract (i.e., been fired)? If so, please explain. If you wish, list the name of a third party with whom CHFA could discuss this termination.
16. Describe your firm's knowledge of and experience with CHFA.
17. Please provide as references, a minimum of three clients for whom your firm has performed similar and substantial services. Please include the name of the person to contact, his or her phone number and email address. Please include as references any

other State of Connecticut agencies or departments that have engaged your firm to perform services.

18. Selected persons or firms must comply with CHFA and State Ethics requirements, laws and regulations. Persons or firms seeking to do business with CHFA are required to comply with the ethics statement, attached hereto as **Exhibit C**, and the applicable provisions of the Code of Ethics and Code of Ethics for Lobbyists incorporated therein by reference.
19. An authorized signatory of any firm submitting qualifications is required to execute and submit with the qualifications and with any agreement or contract awarded in accordance herewith all applicable representations and certifications set forth on **Exhibit D**, attached hereto and made a part hereof, regarding:

- Whistleblowing; Connecticut General Statutes §4-61dd
- Gift and Campaign Contributions; Connecticut General Statutes §4-252, as amended by Public Act 21-76
- Entities Making Investments in Iran; Connecticut General Statutes §4-252a, as amended by Public Act 21-76
- Nondiscrimination; Connecticut General Statutes §4a-60 & Connecticut General Statutes §4a-60a, as amended by Public Act 21-76
- Consulting Agreements; Connecticut General Statutes §4a-81
- Campaign Financing Contributions; Connecticut General Statutes §9-612, as amended by Public Act 21-76

Occupational Safety & Health; Connecticut General Statutes §31-57b

All of the above are attached hereto in full and incorporated herein on **Exhibit D**.

20. What is the most important question that we haven't asked you? Why should CHFA hire your firm instead of another firm?

FREEDOM OF INFORMATION ACT

Please be advised that all information submitted in response to this RFQ is subject to disclosure under the Connecticut Freedom of Information Act, as amended and judicially interpreted. If a firm believes that its response contains financial, trade secrets or other data that it claims should not be public ("Confidential Information"), the firm must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. An entire response marked Confidential Information will not be accepted. If CHFA receives a request for an

applicant's Confidential Information, it will use its best efforts to notify the firm of such request and provide the applicant with a copy of any written disclosure request, *provided*, CHFA will not be liable to the firm or any other party for any failure to act as described herein. The firm may provide written consent to the disclosure or may object to the disclosure by notifying CHFA in writing, identifying in the notice the basis for its objection, including the appropriate statutory exemption(s) from disclosure. The firm shall be responsible for defending any complaint brought in connection with the nondisclosure, including, but not limited to, appearing before the Freedom of Information Commission, providing witnesses and documents as appropriate, and for payment of CHFA's costs and expenses, including attorney fees.

SUBMISSION RESPONSES

The following requirements must be observed in the preparation and submission of qualifications:

1. All inquiries should be directed to Shelly Mondo at RFP.RFQ@chfa.org no later than **January 3, 2023**. Firms submitting qualifications should not contact members of the CHFA's Board of Directors or CHFA staff, which may be grounds for elimination from consideration.
3. Submissions must be sent electronically (not to exceed 25 MB) to RFP.RFQ@chfa.org no later than **4:00 p.m. on January 12, 2023**. *Faxed responses will not be considered.*
4. Responses must include a cover letter signed by an individual authorized to enter into an agreement with CHFA on behalf of the firm which shall specify that the firm is responding to the RFQ for Appraisers and Market Study Analysts. Please also remember to include completed **Exhibit A** (Fee Schedule), **Exhibit B (Representations and Certifications)**, **Exhibit C (OPM Form 1 and SEEC Form 10)**,
5. Selected firms must comply with all state and federal laws applicable to CHFA including, but not limited to, ethics requirements, laws, procedures and regulations and must execute CHFA statutory provisions, certifications and affidavits attached hereto.

CHFA reserves the right to:

- a. Reject any and all qualifications received in response to this request;
- b. Modify the proposed Scope of Services at its discretion;
- c. Negotiate the fees contained in any response;
- d. Waive or modify any irregularities in qualifications received;
- e. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept qualifications based upon the lowest fee schedule; and

- f. Request additional information as determined necessary or request some or all firms responding to make oral presentations.

Each approved firm must execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions. Selected firms will also be required to provide evidence of the firm's general liability, auto, workers' compensation, umbrella and professional liability insurance in the amounts listed on **Exhibit D**. Failure to comply with the requirements of this RFQ may result in CHFA's rejection of qualifications.

Thank you for your interest in the Connecticut Housing Finance Authority.

*The Connecticut Housing Finance Authority is
an Affirmative Action/Equal Opportunity Employer.*

Attachments

Exhibit A: Fee Schedule

Exhibit B: Representations and Certifications

Exhibit C: OPM Form 1, SEEC Form 10

Exhibit D: Copies of Insurance Requirements, Ethics Statement & Statutory Provisions

1. Insurance Requirements
2. Ethics Statement
3. C.G.S. §4-61dd
4. C.G.S. §4-252, as amended by P.A. 21-76
5. C.G.G. §4-252a, as amended by P.A. 21-76
6. C.G.S. §4a-60 & §4a-60a, as amended by P.A. 21-76
7. C.G.S. §4a-81
8. C.G.S. §9-612(f)(2)(A) & (B), as amended by P.A. 21-76
9. C.G.S. §31-57b

Exhibit E: Supplementary Criteria for Completed Self-Contained Appraisals and
Supplementary Criteria for Market Study Reports