



NAVAJO HOUSING AUTHORITY

REQUEST FOR QUOTE #RQ005846 PROFESSIONAL APPRAISAL SERVICES

BID DUE DATE:

September 13, 2022 @ 3:00PM MDST
Mountain Daylight Standard Time (MDST)

CONTACT:

Doris Yonnie, Procurement Specialist
Navajo Housing Authority
Procurement Department
Phone Number: 928-871-2603
Email: dyonnie@hooghan.org

Delivery Addresses

The Navajo Housing Authority Procurement Department will not be accepting in-person or post office/courier submissions from Vendors on any solicitation responses effective, March 16, 2020, due to the COVID-19 for everyone's safety/health and to minimize the spread of the virus.

The above-prescribed precautionary measure is necessary to protect our employees and our vendor community and will be in effect until the United States Health Department demonstrates a reasonable level of control over the COVID-19 virus.



NAVAJO HOUSING AUTHORITY

Procurement Department

Bid Due Date/Time
09/13/2022 3:00 PM MDST

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REQUEST FOR QUOTATION

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This request for price quotation is not an offer to buy and shall not be assumed as such

VENDOR: (Name & Address) _____ Delivery Term: _____ Days ARO

Discount: _____

Quote By: _____

Response Date: _____
Phone No: _____ Quote Good For _____ Days
Fax No: _____ SIGNATURE: _____
NAVAJO PREFERENCE: YES / NO DEPT./PROJECT: HOUSING MANAGEMENT DIVISION

SHIP TO: Navajo Housing Authority

TO RECEIVE CONSIDERATION, YOUR QUOTE MUST BE RECEIVED ON OR BEFORE DUE DATE & TIME

RETURN TO: PURCHASING DEPARTMENT FAX#: (928) 871-2603

ATTENTION: Doris Yonnie, Buyer @ 928-871-2658, email: dyonnie@hooghan.org

Submit product sheet(s) with quotation

If quoting an "EQUAL" product, specifications are required

Line #	Description	Qty	Unit	Unit Cost	Amount
10000	Professional Appraisal Services:	47			
20000	Attachment: Request For Quotation - RQ005846	0			
30000	Includes: Scope of Work with Appendix - 1	0			
40000	Additional Requirements:	0			
50000	Exhibit "A" - Navajo Preference	0			
60000	Exhibit "B" - Non-Collusive Affidavit	0			
70000	Exhibit "C" - Copy of Certificate - Certified	0			
80000	Residential Appraiser in New Mexico and Arizona	0			
90000	Exhibit "D" - Preliminary Schedule	0			
100000	Provide the Unique Identification Number (UIN) for	0			



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Procurements Department

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REQUEST FOR QUOTATION

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Line #	Description	Qty	Unit	Unit Cost	Amount
110000	System For Award Management (SAM)	0			

SUB-TOTAL _____

NN TAX (6%) _____

DELIVERY _____

TOTAL _____

ADDRESS ANY INQUIRIES/QUESTIONS: Doris Yonnie, Procurement Specialist @ dyonnie@hooghan.org
Bid will be awarded as all or none unless otherwise deemed necessary which will be at the discretion of NHA

NAVAJO HOUSING AUTHORITY
REQUEST FOR QUOTE – PROFESSIONAL APPRAISAL SERVICES
RQ# 005846

I. SCOPE OF WORK

The Professional Consultant(s)/Firm(s) selected will provide the following appraisal services for 47 homeownership homes managed by the Housing Management office at the various locations or properties within the Navajo Nation in the states of Arizona and New Mexico. Appraisal services include but not limited to research, investigate, and present the information and data necessary to produce a reliable opinion of market value for the appraised property. In preparing the appraisal report, the appraiser should view the property; gather information from local neighborhood area or similar competitive neighborhoods in the subject's country on comparable land; construction costs, accrued depreciation, confirm the data, and analyze the information gathered in applying the Cost and Market Approaches to value.

A specific list of the homes and locations provided as Appendix – 1.

All appraisal work and final reports should be completed no later than **October 21, 2022**.

- 1) The purpose of the appraisal will be to provide an estimate of both the market value and the investment value of the property, for use in NHA's lending decisions.
- 2) Each appraisal must be addressed to the "Navajo Housing Authority" ATTN: Ms. Teresa Tsosie at Housing Management Division. Neither the content of the appraisal, purpose of the report or value estimate should be revealed to anyone other than NHA without written permission from NHA.
- 3) Each appraisal will be delivered in the form of a Complete, Self-Contained Narrative Appraisal or, if previously agreed with staff, a Summary Format or Limited Summary Appraisal.
- 4) Each appraisal will address the three primary valuation techniques of income capitalization, sales comparison, and replacement cost. In cases for which one or more of these methods is not appropriate, the appraiser will provide a detailed justification for omission of any technique.
- 5) The appraisal must include a certification that the appraiser is a Certified Residential Appraiser licensed in New Mexico and Arizona.

- 6) The appraisal must contain a certification that it was completed in accordance with the Uniform Standards of Professional Appraisal Practice.
- 7) The appraisal must evaluate the potential impact of use restrictions under the Native American Housing Assistance and Self Determination Act (NAHASDA) of 1996, as amended, for construction and permanent first mortgages and various other subsidy programs that may be identified in each assignment. If the Appraiser determines that there is no economic impact due to the use restrictions, then the appraisal must contain a statement to that effect, with supporting rationale.
- 8) The appraisal must meet other requirements imposed by any federal subsidy that is to be used to develop the project. For example, for Section 184 loans, appraisals must comply with the HUD Section 184 requirements, as may be applicable; for 542(c) loans, appraisals must comply with the relevant requirements of HUD Handbook 4465.1 HUD Handbook 4465.1 at <http://www.hud.gov/offices/adm/hudclips/handbooks/hsg/4465.1/index.cfm>, Valuation Analysis for Project Mortgage Insurance. These specific requirements will be identified at the time of assignment, and the appraisal must then include certification(s) that the appraisal has been completed in accordance with the relevant federal rules.
- 9) Valuations should include: (a) Market Value “As Is”, (b) Prospective Market Value, upon Completion of Renovations/Construction (assuming restricted rents), (c) Prospective Market Value Renovations/Construction (assuming market rents), (d) Investment Value of the Favorable Financing, and (e) Sum of Prospective Market Value with Restricted Rents and Favorable Financing.

Development of each appraisal will require the following steps:

- 1) **Site Visit**. The site visit by the appraiser is a critical element of the process. The appraiser's site inspection will include:
 - (i) Walking the site. Include practicing COVID – 19 precautionary measures according to the Navajo Nation (NN) guidelines.
 - (ii) Photographing the site.
 - (iii) Noting site conditions (e.g., vacant, improved, type of terrain, etc.).
 - (iv) Noting any possible environmental issues (e.g., water on site, hazards, noise, contamination, etc.). In conducting this evaluation, the appraiser will contact local officials for information and review

current Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps to identify the site's flood zone designation.

- 2) **Local Research**. At the time of the site visit, other local research must be conducted to complete the appraisal. This will include, among other things:
 - (i) Researching and noting whether the site is in an historic district. This information can be found in the Federal Register of Historic Places.
 - (ii) Noting availability and adequacy of utilities, to determine whether the site is served by public water, sewer, storm sewer, gas, electricity, and telephone service.
 - (iii) Noting the availability and adequacy of roads, public transportation, shopping, police and fire stations, schools, recreation facilities, social services, etc., as well as any other amenities adding to the convenience and desirability of the site or location.
- 3) **Determining current zoning** of the site. In some instances, current zoning will not allow the proposed use, and this should be noted in the report.
- 4) **Reviewing Site Control**. The developer must supply evidence of, and the appraiser must consider site control over the property. Site control may be in any one of the following forms:
 - (i) Deed;
 - (ii) Current option to purchase;
 - (iii) Current purchase and sales agreement; or
 - (iv) Designation to the developer by a public body.
- 5) **Market Analysis**. A market analysis is to be provided within the appraisal report and reviewed by NHA. An area with high vacancy rates or extensive unsold inventories may not need the housing that is being proposed. The market needs assessment must address or provide the following:
 - (i) Description of comparable developments in the market area existing, currently under development, and planned-including a comparison of their amenities with those of the proposed project;
 - (ii) Analysis of rent levels and vacancy rates for comparable properties within the primary and secondary market areas, and rent

adjustments as appropriate, to determine the market rents of the project;

(iii) Analysis of restricted rents and comparison to market rents;

(iv) Analysis of operating expenses and turnover rates, including historical trends, of comparable properties in the market area;

(v) Analysis of projected operating expenses; and

(vi) Expected market absorption of the proposed rental project, including an estimate of the time it will take to achieve stabilized occupancy, taking into account new household growth, competing properties (existing and under construction), historical trends in comparable properties, and other factors.

6) **Required Exhibits**. The following exhibits will be reviewed by the appraiser:

(i) NHA's set aside and home buyer requirements;

(ii) Legal description of subject property;

(iii) Final plans and specifications;

(iv) Land option or last arm's length transaction; and

(v) Other materials as needed.

II. ESTIMATED SCHEDULE OF ACTIVITIES:

Activities:

Due Dates:

- | | |
|---|-----------------------------|
| 1. Solicitation Dates: | September 6 - 13, 2022 |
| 2. Request For Quote Due Date/Time:
MDST | September 13, 2022 @ 3:00PM |
| **Include a detailed Cost Breakdown | |
| 3. Award – Purchase Order | September 14, 2022 |
| 4. Start Date: | September 19, 2022 |
| 5. Completion Date: | October 21, 2022 |

III. PAYMENT

1. Upon execution of an Agreement with NHA for Appraisal Services. Subsequent work executed, the consultant shall submit invoice to:

Navajo Housing Authority - Housing Management Division
Attention: Teresa Tsosie, Housing Coordinator

P.O. Box 4980
Window Rock, Arizona, 86515.

2. Final Payment, constituting the entire balance of the Contract Sum, shall be made by Owner to Contractor within THIRTY (30) days after Contractor has accomplished Final Completion.
3. No prepayment will be allowed.

IV. ADDITIONAL REQUIREMENTS

- Non-submission of requirements will be deemed Non-Responsive.
1. Exhibit "A" Navajo Preference; submit a copy of current Navajo Nation Contract and Purchase Certification and Certificate of Eligibility; if "Not Applicable" indicate on Exhibit "B" and submit with quote.
 2. Exhibit "B" Non-Collusive Affidavit
 3. Exhibit "C" Copy - Certificate – Appraiser Certified Residential Appraiser in New Mexico and Arizona.
 4. Exhibit "D" Preliminary Appraisal Schedule
 5. Provide the Unique Identification Number. System for Award Management (SAM): Vendor/Firm must be registered and in current status with SAM prior to Quote submission. The NHA will not award any contracts to vendors/firms who do not meet this requirement.

NHA may request additional information as needed.

2022 Appraisal Listing

Project No.	Unit No.	Bdrm Size	Occupied? Y/N	Location	How many miles from Mgmt Office
Chinle AZ					
AZ12-185	6	3	N	MANY FARMS, AZ	15
AZ12-185	8	3	N	MANY FARMS, AZ	15
Ganado AZ					
AZ12-117	10	3	N	Cornfields, Arizona	12
AZ12-142	2	3	N	Greasewood, Arizona	25
AZ12-163	11	5	N	Nazlini, Arizona	27
AZ12-802	4	4	N	Klagetoh, Arizona	21
AZ12-180	3	4	N	Nazlini, Arizona	27
Kayenta AZ					
AZ12-148	22	3	N	Kayenta, Arizona	1
AZ12-176	13	3	N	Kaibeto, Arizona	70 one way
AZ12-201	62	3	N	Shonto, Arizona	45 one way
AZ12-962	5	3	N	Shonto, Arizona	32 one way
Pinon AZ					
AZ12-190	1	4	N	Cottonwood, Arizona	30
AZ12-190	6	3	N	Pinon, Arizona	15
Tuba City AZ					
AZ12 -882	#38	4	N	Bittersprings	54 miles
AZ12-099	#3	3	N	Bittersprings	54 miles
AZ12-139	1218	4	N	Tuba City	1/16 mile
AZ12-139	1222	4	N	Tuba City	1/16 mile
AZ12-169	2	4	Y	Coalmine	20 miles
Crownpoint NM					
NM 015-074	14	3	Y	Dalton Pass	10
NM 015-074	17	4	N	Dalton Pass	10
NM 015-074	20	4	N	Dalton Pass	10
NM 15-092	14	3	N	Standing Rock	15
NM 15-093	17	3	N	Ojo Encino	65
NM 15-100	41	3	N	Ojo Encino	65
NM 15-121	77	4	N	Becenti	12
NM 15-128	78	5	N	Standing Rock	15
NM 15-128	79	3	N	Standing Rock	15
NM 15-129	37	5	N	Crownpoint	7
NM 15-137	62	4	N	Ojo Encino	65
NM 15-137	63	4	N	Ojo Encino	65
NM 15-137	64	4	N	Ojo Encino	65
NM 15-137	65	3	N	Ojo Encino	65
NM 15-137	66	5	N	Ojo Encino	65
NM 15-137	67	4	N	Ojo Encino	65
NM 15-137	68	3	N	Ojo Encino	65
NM 15-710	17	3	N	Lake Valley	27
NM 15-144	3	5	Y	Crownpoint - SS	3
NM 15-144	2	4	Y	Ojo Encino - SS	70
NM 15-144	1	4	Y	Dalton Pass - SS	14
Navajo NM					
AZ12-181	62	3	N	Crystal, NM	13
AZ12-152	55	3	Y	Lukachukai, AZ	45
AZ12-152	57	3	N	Lukachukai, AZ	45
Ojo Amarillo NM					
NM15-114	114	4	Y	Bluffview Village	10
NM15-114	124	4	Y	Bluffview Village	10
NM15-114	125	4	Y	Bluffview Village	10
NM15-114	126	3	Y	Bluffview Village	10
Tohajiilee NM					
NM 15-132	80	4	N	East Tohajiilee	20

EXHIBIT “A”- NAVAJO PREFERENCE

- All Bidders interested in claiming Navajo Preference must submit Exhibit A – The Navajo Nation Contract and Purchase Certification Certificate of Eligibility that documents if the bidder is Priority #1 or Priority #2, at the time of the bid submission.
- Joint Venture (JV) - If this is your first project as a JV and seeking Navajo Preference, please submit all information for both entities in the JV.

If “NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE for EXHIBIT A and include as EXHIBIT A with the quote.

EXHIBIT "B" – Non-Collusive Affidavit



State of _____)ss

County of _____)ss

_____, being first duly sworn, deposes
and says:

That he/she is _____;

(A partner or officer of the firm)

the party making the foregoing bid or bid, that such bid or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement collusion or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that any other bidder, or to secure any advantage against the _____

(NHA)

or any person interested in the proposed contract; and that all statements in said bid or bid are true.

SIGNATURE OF:

Bidder, if the bidder is an individual;

Partner, if the bidder is a partnership;

Officer, if the bidder is a corporation;

(MUST BE NOTORIZED)

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary

{SEAL}

My Commission expires _____, 20____.

**EXHIBIT “C” – Copy of Certificate – Appraiser is a
Certified Residential Appraiser in New Mexico and Arizona.**

- **Submit as Exhibit “C” and include with Quote.**

EXHIBIT “D” – Preliminary Appraiser Schedule

- **Submit as Exhibit “D” and include with Quote.**

Provide from System For Award Management (SAM), the business or company's Unique Identification Number.

- **Submit with Quote.**