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DATE: May 3, 2023

SUBJECT: REQUEST FOR PROPOSALS FOR REAL ESTATE APPRAISAL SERVICES

Pursuant to the Real Estate Appraisal Services Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than Thursday, April 27, 2023. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and www.rampla.org.

Below is a list of questions received from proposers, and the Department's response:

1. Q: I had a question about the minimum qualifications. Our group has individuals with over five years of experience as a California Certified General and designated appraisers. We were wondering if a project manager could be someone with over five years of experience valuing properties, but a California Certified General appraiser for just under five years and was recently designated with an MAI within the past year.

A: The minimum requirements apply to the appraiser that is signing the appraisal and taking responsibility for the finished appraisal document, its USPAP compliance and the licensed appraisers that worked on it. That signing appraiser must meet the qualifications and be the one that will provide any needed clarifications as to the work product. Any non-MAI/SRPA/ASA appraisers that worked on the appraisal document must be listed in the appraisal.

2. Q: There is a conflict between Section 3.1 of the RFP, which references a proposed submission of 1 digital copy of our proposal and Page 10, where it is requested that the proposing appraiser attach a copy of the "sample appraisal to the original proposal and to each of the four proposal copies". We suspect this is a bleed through from a former document, and that you only require one digital copy and no paper copies. Please confirm this via reply.

A: You are correct, we will only be requiring one digital copy and no paper copies.

3. Q: At a number of points in your RFP reference is made to providing you with information on the fee charged for appraisal reports undertaken by our firm. Due to the fact that a good deal of our work is subject to non-disclosure agreements, we are not at liberty to include fees in our reporting to you, as this would violate agreements. Please confirm that we may submit our proposal with a reference to these non-disclosure items and exclude discussion of fees to our confidential clients.

A: You may submit the proposal with a reference to non-disclosure items. Please note in your submittal which information is confidential/proprietary and why.

4. Q: Your requirement that our firm qualify as a small or very small business enterprise is vague in terms of required timing to achieve this designation from the city of Los Angeles. As an example, your Exhibit C references web links to the port of Los Angeles small business enterprise program information. The link you have provided is no longer active. Further, we understand from your RFP that the application for this program found in Exhibit C needs to be physically mailed to the city of Los Angeles Department of Public works, as only a physical mailing address is provided. Please clarify this so we understand the application process accurately. Further, is the web-based application process and what is the link to this website?

A: This opportunity does not have a Small Business Enterprise (SBE) or Very Small Business Enterprise (VSBE) requirement. If you would like to declare your firm as a SBE/VSBE, then you must be registered as such on <http://www.rampla.org/>. You can physically mail Exhibit C to the City of Los Angeles Department of Public Works. Or, you can email it to BCA.certifications@lacity.org.

5. Q: Also related to the very small business requirement is the strong possibility that our application for this program may be in process past the deadline you have submitted of May 11th. How do we handle a situation such as this?

A: As long as your SBE/VSBE registration is pending by the time we receive your proposal, you will be fine. However, since there is not a SBE/VSBE requirement this will not affect your proposal. If your SBE/VSBE is not active by the time award of contract is made, we will just count you as an OBE.

6. Q: Do you have a policy regarding potential conflict of interest for appraisal providers that are part of a national brokerage firm, such as Cushman & Wakefield, CBRE, or others?

A: The City of Los Angeles does not have a special conflict of interest rule based on the size or scope of a firm.

7. Q: Could you please confirm which forms are required by the prime consultant and subconsultants? We noticed there are a few documents (ie. Liner Installers' Minimum Qualifications Form, CRO Construction Questionnaire form etc.) posted on RAMP that are not relevant to appraisal services.

A: Those forms do not apply to the RFP for Real Estate Appraisal Services. That link is so that contractors can search for forms and documents that they may need. All

documents that are required for the Real Estate Appraisal Services are included in the RFP.