

# REQUEST FOR PROPOSALS

General Appraisal & Appraisal Review Services  
(with specialized knowledge of use mitigation costs)

## WEST BATON ROUGE PARISH GOVERNMENT

### Introduction

West Baton Rouge Parish Government is soliciting proposals from two (2) separate Louisiana certified general real estate appraisers to:

- (1) appraise the before-and-after impacts of a public works project (a sidewalk) to be constructed on Addis Lane in Addis, LA, in the vicinity of the Rock Zion Baptist Church (3739 Addis Lane, Addis, LA, 70710). (hereinafter "Contract 1")
- (2) review the appraisal listed in item number one (required by LaDOTD on this project, hereinafter "Contract 2")

The purpose of the appraisal will be to provide for before and after valuations on the structure and land listed above with respect to the impacts (if any) of the referenced sidewalk project. The proposed project shall be situated largely within the road right-of-way, but there is concern about interference with the front entrance and loading/parking area of the church. Those concerns will need to be investigated and appraised as well and mitigation opportunities identified, if necessary.

A copy of the working construction plan set can be found at: <https://shorturl.at/iISV4>

A copy of the working right-of-way plan set can be found at: <https://shorturl.at/joIMW>

(NOTE: A working DropBox account sign in may be required to view above files. Contact Kevin Durbin at 225-336-2434 if you have trouble viewing.)

### Proposal Submission

As stated in the introduction, West Baton Rouge Parish is seeking both a general appraiser and a review appraiser per LaDOTD requirements. The successful proposal should include the following information:

1. Clearly identify the name of the company and/or appraiser who is going to be responsible for the work
2. Identify whether the proposal(s) is/are for the general appraisal, review appraisal, or perhaps both (NOTE: If both, please separate out costs appropriately.)
3. Provide examples of similar work (if applicable)
4. Provide an understanding of the "Key Components of Contract" as shown below, with a special focus on the ability to perform the appraisal in the required amount of time
5. Provide a cost proposal for the work to be done

All proposals are due on Friday, July 2<sup>nd</sup> at 12:00 noon. **Preferred method of proposal delivery is one copy of the proposal by email to [kevin.durbin@wbr council.org](mailto:kevin.durbin@wbr council.org). In lieu of email delivery, proposals shall also be accepted via mail delivery to: WBR Parish Gov't, Attn: Kevin Durbin, P.O. Box 757 (880 N. Alexander Ave.), Port Allen, LA, 70767.**

### **Selection of Winning Proposal**

Both the general appraisal and the review appraisal proposals will be reviewed by Kevin Durbin, PE, AICP, Director of Public Works, West Baton Rouge Parish Government (in consultation with members of West Baton Rouge Parish Administration), in order to select the most competitive proposal as well as a proposal that can guarantee completion of the work in the time specified below.

### **Key Components of Contracts**

Once proposals are reviewed and a winning proposer is selected, West Baton Rouge Parish will enter into an abbreviated contract that contains the following requirements:

1. The appraisal process and report (and the review appraisal process and report) shall follow all LaDOTD Real Estate guidelines for appraisals.
2. The appraisal report must be complete within two (2) weeks of all required LaDOTD delays being exhausted (e.g. initial contact with owner, allowance for owner to comment, etc.). The review appraisal must be complete within three (3) business days after receiving the draft of the appraisal report.
3. West Baton Rouge Parish can and will assist with any conversations with the landowner as necessary for the appraiser and/or review appraiser to gather information related to the use of the church.
4. In order to ensure the integrity of a fair and independent appraisal, the appraiser shall not speak to LaDOTD employees or agents until the draft appraisal has been completed and then reviewed by West Baton Rouge Parish Government – and only with the knowledge and permission of West Baton Rouge Parish Government. West Baton Rouge Parish shall be included in all conversations between appraiser and review appraiser or between either appraiser and LaDOTD or between both appraisers and LaDOTD.