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| **BUREAU OF FISCAL SERVICES**  **Procurement Unit** |  |  |

**July 27, 2016**

**Response to Bidder Questions**

**For Request for Information (RFI) 15-600 ORPTS Appraisal Vendors**

To All Interested Vendors:

Attached are the Department’s responses to the Questions received for the above referenced RFI.

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| **#** | **RFI Section** | **Question** | **Answer** |
| 1 |  | Does the work involved consist of data collection on a large scale or individual appraisals on various properties? | Both are acceptable methods for collecting data. Typically, commercial, farm, residential and vacant land selections are collected on a large scale (as the initial contacts with the property owners/occupants/managers are made without prior notice). However, forest, industrial and utility selections require contacting the owners prior to a field visit. Therefore, they are usually collected on an individual basis and most often by appointment. |
| 2 |  | Our experience covers both fee appraisals and mass appraisal. Under both circumstances we ethically cannot provide samples of our work products without specific written consent from our clients. We can provide references for both the fee appraisal and the mass appraisal work. Is this acceptable? | The intent of asking for sample appraisals was twofold. First, it was included so that the responders could support their claims to having completed particular appraisal types. Second, it was included so that the Department could get a better estimate of what our appraisal needs will cost when considered with the hourly rates provided in Section #3. References will cover the first part and are acceptable. |
| 3 | 5 | In reference to the estimated hours required this is very difficult to estimate. Several factors can alter the timing of an appraisal and mass appraisal project. Can we provide general examples of a "typical" fee appraisal time schedule and mass appraisal data collection and field review process? | The request for a sample appraisal and the estimated hours to complete the sample was included so that the Department could estimate how much time it will take to meet our appraisal needs. Most of our appraisal work requires the level of detail of a restricted appraisal report. Narrative appraisals are typically more than what we need and on the flip side, mass appraisals are usually not sufficient for our Survey work. That said, "typical" time schedules would help us estimate the project cost (provided we have details of the extent of the appraisal work that will be completed for the given schedules). |
| 4 | 6 | In reference to identifying specific appraisals/projects can a general price range for work performed in a particular county be acceptable? Breaking down individual appraisals or mass appraisal projects would be very difficult to illustrate. | A fee estimate for components of the actual workload listed under the Initial Selection sections of the appendices is preferred. The components can include all of the appraisals in a town or county for a particular property type. For example, Appendix C: Initial Commercial Selections for the 2017 FVM, lists the 8 individual commercial selections for the Town of Horseheads in Chemung County. The fee estimate can be entered in the matrix on a per sample (parcel), per town, or per county basis. However, a general price range for work performed in a particular county would be appreciated as long as it's broken down for each of the 7 property type groups. For example, "Our fee estimate for doing commercial appraisals in Chemung County is between $#### and $##### per parcel." |
| **#** | **RFI Section** | **Question** | **Answer** |
| 5 |  | Can the vendor provide alternative/additional information in reference to pricing/cost structures/estimates? | Yes. Please enter the information in the matrix response below section #6. |
| 6 |  | Our firm has been in existence for 41 years. In order to provide a sample appraisal report for each property type, as requested on part 5 of the Response Form, a paper mill would have to put a third shift on order to produce enough paper for us to comply. Are these sample reports absolutely necessary? What alternatives are available to comply with this section? | Please refer to the answers to questions 2 & 3 above. References can be used to support you have completed a specific appraisal type. "Typical" time schedules would help us estimate the project cost (provided we have details of the extent of the appraisal work that will be completed for the given schedules). Another alternative would be to provide one sample report for each of the seven property type groups that you have completed appraisals for: industrial, commercial, vacant land, farm, forest, residential or utility. The sample reports can be redacted where necessary. |