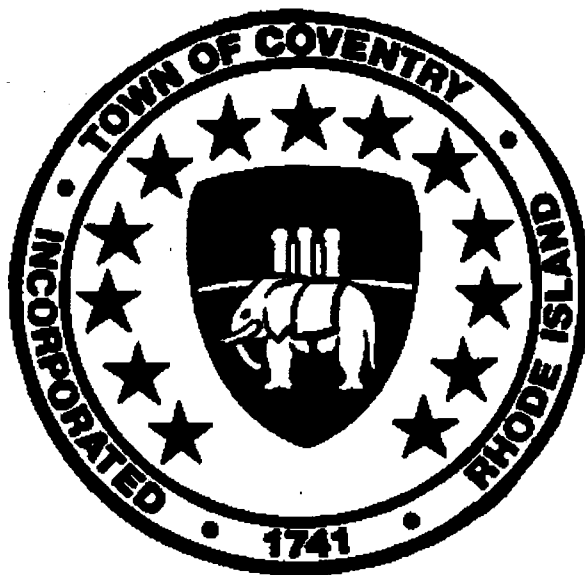
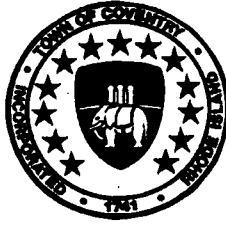


**REQUEST FOR PROPOSAL**  
**REAL ESTATE APPRAISAL SERVICES**



**JUNE 2020**



**TOWN OF COVENTRY**  
**DEPARTMENT OF PUBLIC WORKS**  
1670 Flat River Road, Coventry, RI 02816  
401-822-9183

**REQUEST FOR PROPOSAL**

**REAL ESTATE APPRAISAL SERVICES**

Sealed bids will be received at the Office of the Town Clerk, Town of Coventry, Town Hall, 1670 Flat River Road, until 10:00 A.M. on **June 23, 2020** at which time they will be opened and read aloud. The award of the contract will be made by the Town Council as soon thereafter as practical. Due to the Covid-19 crisis, bids will be opened in closed door session and can be viewed on the Town's YouTube channel; "Town of Coventry RI", Subscribe, click the Bell icon for notification.

The Town of Coventry reserves the right to reject any or all bids, to waive any formalities in a bid, to make awards to separate bidders, to make awards to more than one bidder or to accept that bid or bids which in the judgment of the awarding authority is in the best interest of the Town.

Information for bidders may be obtained at the Office of Town Clerk. Bids are to be submitted on forms furnished by the Town and completed bid forms are to be deposited with the Town Clerk no later than 10:00 A.M. on **June 23, 2020**.

The Bid Envelope must be clearly marked "**Real Estate Appraisal Services**".

TOWN OF COVENTRY

Joanne Amitrano  
Town Clerk

**SPECIFICATIONS  
for  
Real Estate Appraisal Services**

**1.0 SCOPE**

The Town of Coventry is soliciting Request for Proposals (RFP) for Real Estate Appraisal Services from qualified appraisers and/or appraisal firms for (4) four Town owned properties. The objective of this RFP is to identify qualified appraisers with the required experience, expertise and capacity to provide the described appraisal services.

Qualified appraisers or appraisal firms are invited to submit a written proposal describing their qualifications, relevant experience and fees to perform appraisals on (4) four Town owned properties.

Qualified appraisers will be evaluated on their qualifications, experience and fees for service.

**2.0 APPLICABLE DOCUMENTS.**

Town Field Cards are included as part of this RFP for reference..

**3.0 REQUIREMENTS**

Qualified appraisers and/or appraisal firms are directed to review and analyze real property data to include:

- Property lines and ownership
- Rights of Way, easements and relevant agreements
- Existing facilities and land uses
- Adjacent land uses
- Town or other land use authority identifying allowable land uses, including but not limited to the Town of Coventry Comprehensive Community Plan, zoning designations or other restrictions
- Preliminary title reports and available documentation regarding exception to title

**4.0 TIME OF PERFORMANCE**

All appraisals must be complete no later than July 31, 2020

## **5.0 QUALIFICATIONS:**

- Possession of a Certified General Appraiser License as issued by the State of Rhode Island Department of Real Estate Appraisers
- Minimum five (5) years of experience in appraising private or public property

## **6.0 INSPECTIONS:**

The Town will provide a walk through for inspections of all (4) four properties on June 10, 2020

## **7.0 PROPRIETARY PRIVILEGES**

The Town of Coventry reserves the right to award this bid in part or in whole.

The Town of Coventry reserves the right to cancel the contract immediately for failure to comply with these specifications.

## **8.0 MISCELLANEOUS PROVISIONS.**

The successful bidder must provide the Town, prior to award, a certificate of insurance naming the Town of Coventry as the additional insured on the policy and so stated on the certificate. Claims Made Coverage is written on a claims-made basis, the Certificate of Insurance shall clearly state so.

R.I. State Labor Laws Chapter 37-12 and 13 must be adhered to when applicable. The successful bidder must comply with all local, State and Federal Laws, when applicable.

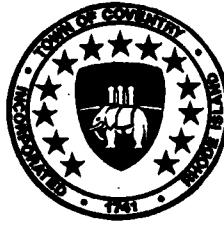
## PROPOSAL

The undersigned bidder has carefully examined the (4) four Town owned properties, has become familiar with local conditions and the character and extent of the properties, has carefully examined the contract documents which are acknowledged to be a part of this Proposal, and the Proposal form, and thoroughly understands their stipulations, requirements and provisions.

The undersigned bidder has determined the nature and quality and has investigated the location of the properties.

The undersigned bidder hereby agrees to be bound by the Award of the Contract and, if awarded the contract on this Proposal, to provide the required insurance documents.

The bidder proposes to execute the agreement within ten (10) calendar days after award. The bidder agrees that the Town may, upon the bidders' failure to abide by the Terms of the Agreement, cancel the contract by written notice to the Appraiser.



**TOWN OF COVENTRY**  
**DEPARTMENT OF PUBLIC WORKS**  
1670 Flat River Road, Coventry, RI 02816  
401-822-9183

**BID FORM          2020**

The undersigned bidder declares that this proposal is made without connection with any other person or persons making proposals for the same work, and is in all respect fair and without collusion or fraud.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE SIGNED

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

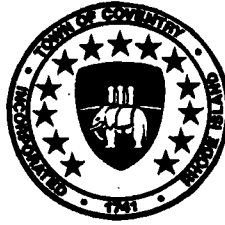
TELEPHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Corporation Incorporated Under the Laws of the State of \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ SECRETARY: \_\_\_\_\_



**TOWN OF COVENTRY  
DEPARTMENT OF PUBLIC WORKS  
1670 Flat River Road, Coventry, RI 02816  
401-822-9183**

**BID FORM (CONTINUED) 2020**

**Former Coventry Police Station- 1075 Main Street:**

---

**Written Fee for Appraisal**

**Former Coventry Fire Alarm Station- 1111 Main Street:**

---

**Written Fee for Appraisal**

**Former Coventry Teen Center- 668 Washington Street**

---

**Written Fee for Appraisal**

**Former Mapledale School- 29 Mapledale Street**

---

**Written Fee for Appraisal**

**ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT**

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Public Roads of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (name of party signing affidavit) \_\_\_\_\_ (title), being duly sworn, do depose and say: On behalf of \_\_\_\_\_ (name of Contractor), of \_\_\_\_\_ that said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the Coventry contract.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2020

My commission expires\_\_\_\_\_.

Signature and Seal of Notary Public



## GENERAL CONDITIONS

### 1. RESERVATIONS:

- a. The Town reserves the right to waive formalities or technicalities in bids as the interests of the Town may require.
- b. The Town may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.
- c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- d. The Town reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.
- e. If in the Town's judgment, the Town's best interest will be served by doing so, the Town reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

### 2. DISPUTES:

In cases of disputes as to whether or not the service quoted or delivered meets the specifications, the decision of the Town shall be final and binding on both parties.

### 3. FAILURE TO DELIVER:

In the event the Bidder fails to deliver the services covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to award the services covered in the Bid Proposal to the next lowest Bidder.

### 4. INSURANCE:

The Bidder shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Bidder's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrences basis. Claims Made Coverage is written on a claims-made basis, the Certificate of Insurance shall clearly state so.

**The Bidder shall name the Town as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the Town within ten (10) days from date of award, but in no event later than the date of execution of the Contract.**

a. **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Bidders performing services in and/or for the Town) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. One Million Dollars (\$1,000,000.00) aggregate, where insurance aggregates apply.

b. **Automobile Liability Insurance.** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:

- (1) Bodily injury liability with limits of \$500,000.00 each person and \$1,000,000.00 each accident;
- (2) Property damage liability with a limit of \$100,000 each accident.

c. **Workers' Compensation:** Bidder shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town.

#### **5. INDEMNIFICATION:**

The successful bidder will be required to indemnify, defend and hold the Town harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

**BIDDER RESPONSIBILITY FORM**

*(A separate sheet of paper may be used if necessary)*

1. Summarize briefly your experience in providing the service outlined in the attached specifications:

---

---

---

2. List the names and addresses of three (3) firms, ***with telephone numbers and contact person***, for which you have provided similar services:

---

---

---

**EQUAL OPPORTUNITY EMPLOYER**

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, This company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: \_\_\_\_\_  
Type/Print Name of Company

Address: \_\_\_\_\_

Town/State: \_\_\_\_\_  
Zip Code

By: \_\_\_\_\_  
Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Type/Print Name and Title of Person  
Authorized to Sign Bid

Town of Coventry, RI

**STATEMENT UNDER OATH TO ACCOMPANY BID**

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

\_\_\_\_\_  
Name of Bidder-Type/Print

\_\_\_\_\_

By: \_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Name and Title of Signatory (Type or Print)

STATE OF \_\_\_\_\_

LOCALITY OF \_\_\_\_\_, TO WIT:

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_, before the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**LEAVE BLANK**

Parcel: 0046-001.000  
Account: 4711

Location: 1075 MAIN ST  
User Acct: 32-0010-00

Owner: TOWN OF COVENTRY  
LUC: 78

**Parcel Values**

Total: \$1,158,500      Land: \$280,000      Land Area: 1.4 AC      Building: \$878,500      Assessed: \$1,158,500

**Sales Information**

Book and Page	Instrument Type	Date	Price	Grantor
---------------	-----------------	------	-------	---------

<b>Building Type:</b> Police	<b>Year Built:</b> 1940	<b>Grade:</b> 9	<b>Condition:</b> GD
<b>Heat Fuel:</b> Gas	<b>Heat Type:</b> FWA w/AC	<b>% Air Conditioned:</b> 100.00	<b>Fireplaces:</b> 1
<b>Exterior Wall:</b> Conc/Cind Bl	<b>Bsmnt Garage:</b> 0	<b>Roof Cover:</b> Slate	<b># of Units:</b> 0
<b># of Rooms:</b> 0	<b># of Bedrooms:</b> 0	<b>Full Bath:</b> 0	<b>1/2 Baths:</b> 2

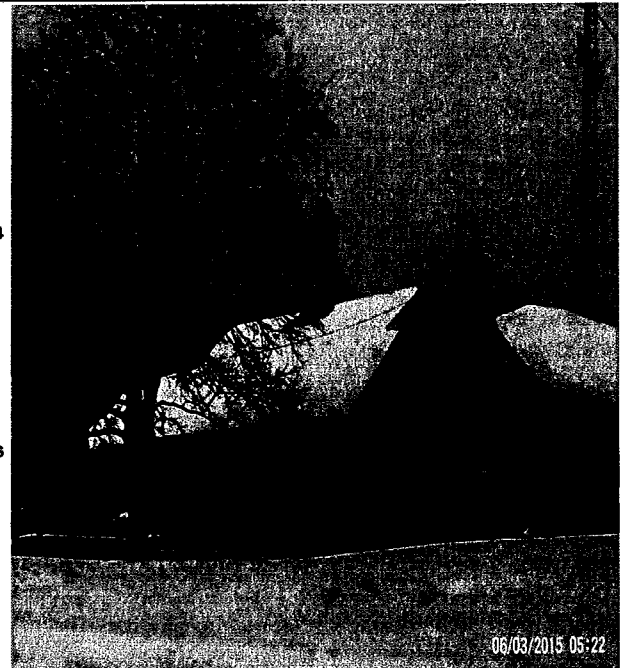
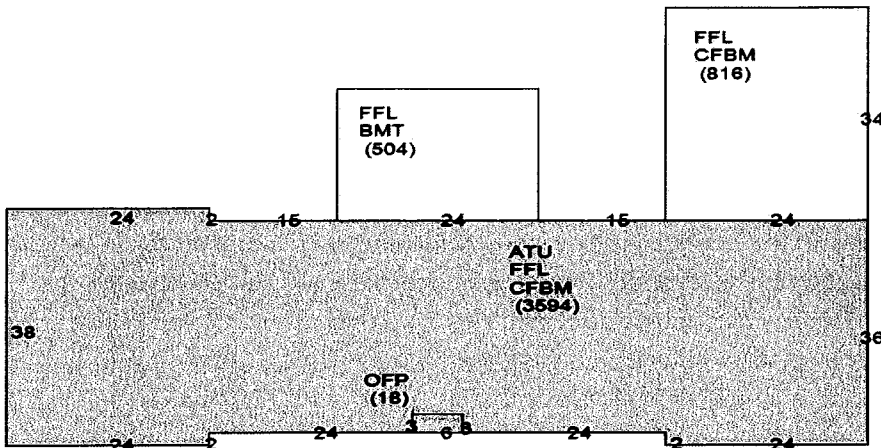
**Yard Item(s)**

Description	Quantity	Size	Year	Condition	Quality	Value
PAVING ASPHALT	1	40000	1968	AV	Average	\$53,000.00
GARAGE	1	864	1992	AV	Average	\$14,600.00

**Building Areas**

Area	Net Area	Finished Area
1st FLOOR	4,914 SF	4,914 SF
BASEMENT	504 SF	0 SF
COMMERCIAL FINISHED BASEM	4,410 SF	4,410 SF
OPEN PORCH	18 SF	0 SF
UNFINISHED ATTIC	1,797 SF	0 SF

Disclaimer: This information is for tax assessing purposes and is not warranted



08/03/2015 05:22

Parcel: 0045-031.000  
Account: 4587

Location: 1111 MAIN ST  
User Acct: 32-0010-00

Owner: TOWN OF COVENTRY  
LUC: 78

**Parcel Values**

Total: \$111,400      Land: \$20,000      Land Area: 0.05 AC      Building: \$91,400      Assessed: \$111,400

**Sales Information**

Book and Page	Instrument Type	Date	Price	Grantor
---------------	-----------------	------	-------	---------

<b>Building Type:</b> FireStns	<b>Year Built:</b> 1828	<b>Grade:</b> 8	<b>Condition:</b> GD	
<b>Heat Fuel:</b> Gas	<b>Heat Type:</b> Forced Air	<b>% Air Conditioned:</b> 0.00	<b>Fireplaces:</b> 0	
<b>Exterior Wall:</b> Brck/Mason	<b>Bsmnt Garage:</b> 0	<b>Roof Cover:</b> Asphalt	<b># of Units:</b> 0	
<b># of Rooms:</b> 0	<b># of Bedrooms:</b> 0	<b>Full Bath:</b> 0	<b>1/2 Baths:</b> 1	

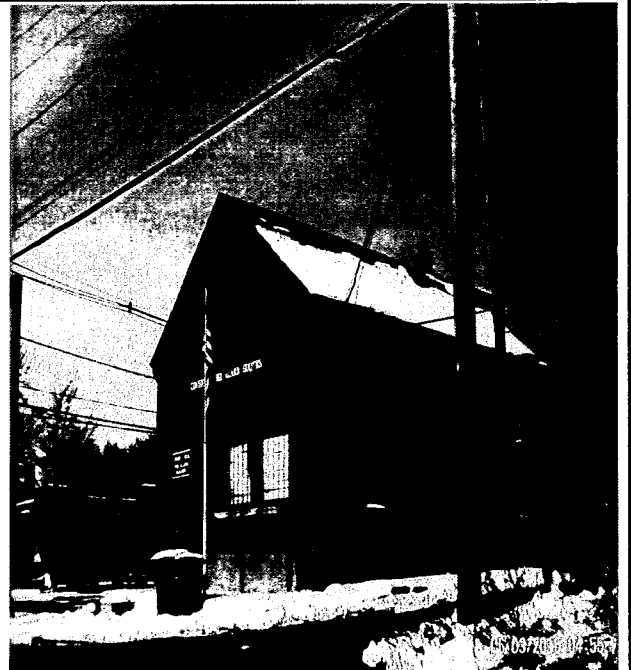
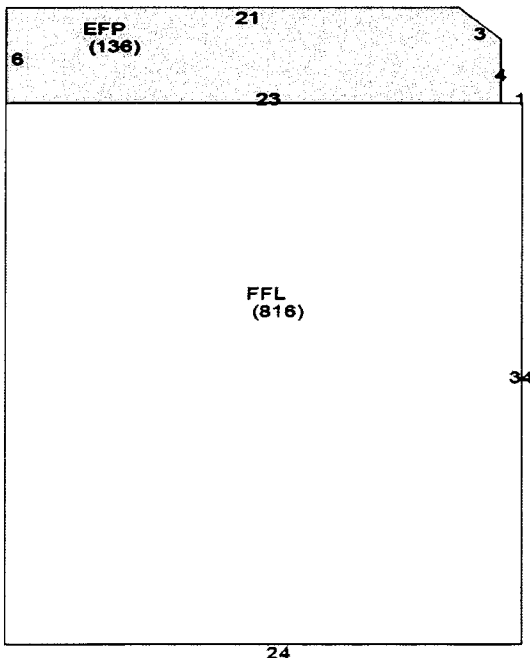
**Yard Item(s)**

Description	Quantity	Size	Year	Condition	Quality	Value
-------------	----------	------	------	-----------	---------	-------

**Building Areas**

Area	Net Area	Finished Area
1st FLOOR	816 SF	816 SF
ENCLOSED PORCH	136 SF	0 SF

Disclaimer: This information is for tax assessing purposes and is not warranted





Parcel: 0055-160.000  
Account: 5751

Location: 668 WASHINGTON ST  
User Acct: 32-0010-00

Owner: TOWN OF COVENTRY  
LUC: 78

**Parcel Values**

Total: \$284,800      Land: \$92,000      Land Area: 0.23 AC      Building: \$192,800      Assessed: \$284,800

**Sales Information**

Book and Page	Instrument Type	Date	Price	Grantor
---------------	-----------------	------	-------	---------

<b>Building Type:</b> ClubHouses	<b>Year Built:</b> 1878	<b>Grade:</b> 8	<b>Condition:</b> AV	
<b>Heat Fuel:</b> Gas	<b>Heat Type:</b> Space Heater	<b>% Air Conditioned:</b> 0.00	<b>Fireplaces:</b> 0	
<b>Exterior Wall:</b> Wood Shngle	<b>Bsmnt Garage:</b> 0	<b>Roof Cover:</b> Asphalt	<b># of Units:</b> 0	
<b># of Rooms:</b> 0	<b># of Bedrooms:</b> 0	<b>Full Bath:</b> 0	<b>1/2 Baths:</b> 2	

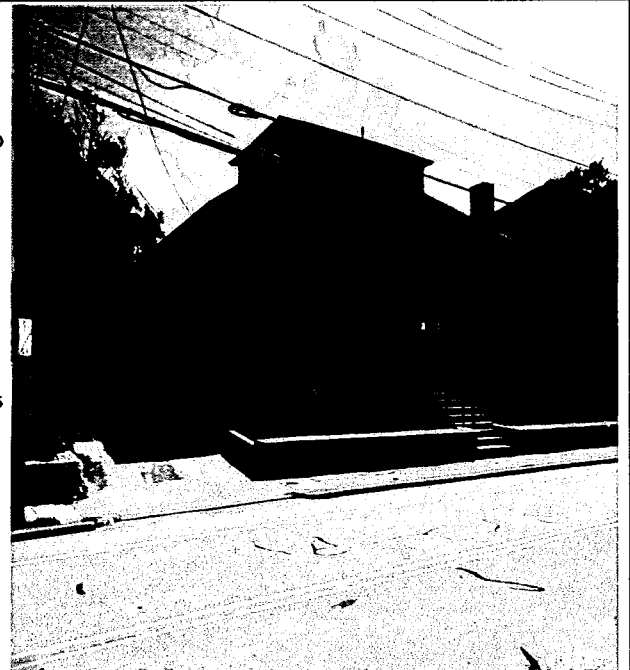
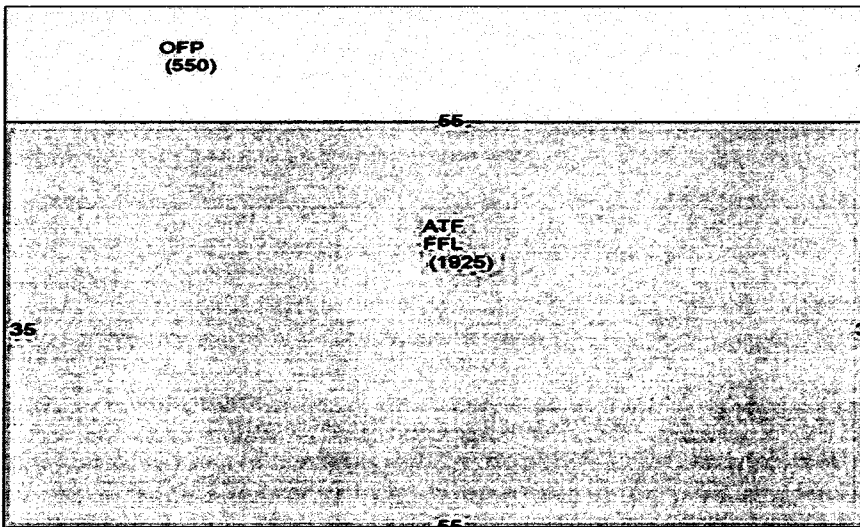
**Yard Item(s)**

Description	Quantity	Size	Year	Condition	Quality	Value
-------------	----------	------	------	-----------	---------	-------

**Building Areas**

Area	Net Area	Finished Area
1st FLOOR	1,925 SF	1,925 SF
FINISHED ATTIC	962.5 SF	962.5 SF
OPEN PORCH	550 SF	0 SF

Disclaimer: This information is for tax assessing purposes and is not warranted



Parcel: 0054-119.000  
Account: 5533

Location: 29 MAPLEDALE ST  
User Acct: 32-0010-00

Owner: TOWN OF COVENTRY  
LUC: 78

**Parcel Values**

Total: \$167,500      Land: \$132,000      Land Area: 0.33 AC      Building: \$35,500      Assessed: \$167,500

**Sales Information**

Book and Page	Instrument Type	Date	Price	Grantor
---------------	-----------------	------	-------	---------

<b>Building Type:</b> MixedUse(R)	<b>Year Built:</b> 1898	<b>Grade:</b> 2	<b>Condition:</b> VP
<b>Heat Fuel:</b> Oil	<b>Heat Type:</b> No Heat	<b>% Air Conditioned:</b> 0.00	<b>Fireplaces:</b> 0
<b>Exterior Wall:</b> Wood Shngle	<b>Bsmnt Garage:</b> 0	<b>Roof Cover:</b> Asphalt	<b># of Units:</b> 0
<b># of Rooms:</b> 0	<b># of Bedrooms:</b> 0	<b>Full Bath:</b> 0	<b>1/2 Baths:</b> 0

**Yard Item(s)**

Description	Quantity	Size	Year	Condition	Quality	Value
FENCE-4' CHAIN	1	400	1955	AV	Average	\$2,100.00

**Building Areas**

Area	Net Area	Finished Area
1st FLOOR	1,484 SF	1,484 SF
BASEMENT	1,484 SF	0 SF
COMMERCIAL GARAGE	1,040 SF	1,040 SF

Disclaimer: This information is for tax assessing purposes and is not warranted

