OLD COLONY BEACH CLUB ASSOCIATION

WATER POLLUTION CONTROL AUTHORITY

Request for Qualifications for Sewer Benefit Assessment Appraisal Services

In Support of

Community Sewer Project

August 15, 2019

**I. Introduction**

The Old Colony Beach Club Association (OCBCA), located on Long Island Sound in the town of Old Lyme Connecticut, is a private beach club association duly authorized by the State of Connecticut as a municipal subdivision with 216 tax parcels situated within its boundary. This beach community has quick access to New York City, Boston, some of the largest casinos in the world and many seaside attractions.

OCBCA is located adjacent to several other beach associations in Old Lyme, including Old Lyme Shores Beach Association (“OLSBA”) and Miami Beach Association (“MBA”) (jointly “the Associations”). The Associations are located south of Route 156 and bounded to the south by Long Island Sound. The Associations were established through special acts enacted by the Connecticut General Assembly during the 1930s and 1940s as special taxing districts. These special acts granted their boards of governors the power to, among other responsibilities, take action if there is endangerment of public health associated with wastewater. The Associations primarily contain seasonal cottages with seasonal or permanent public water service and a growing number of improved dwellings with insulation and heating systems, resulting in more frequent occupation. Wastewater treatment is primarily conducted via onsite treatment systems which are mostly comprised of drywells, septic tanks and leaching fields which do not meet current health and sanitary standards.

The Associations and Town of Old Lyme hired independent engineering firms to study wastewater management needs within their respective regulated areas. The engineering firms came to the conclusion that the use of onsite systems was no longer adequate to protect the environment and public health on a long term basis. Construction of sanitary sewers to an off-site treatment location was identified as the most cost-effective alternative to address the identified issues in these areas. OCBCA entered into a consent order with Connecticut Department of Energy and Environmental Protection (CT DEEP) to implement a wastewater treatment solution. The Associations, acting through individual water pollution control authorities (“WPCA”) for each of the three Associations, agreed to work collaboratively to implement a unified and holistic solution to address the wastewater management challenges identified in the reports. The Associations identified a location for the development of a facilities to collect wastewater from Association properties and convey wastewater for processing out of town. As a result, the Associations are planning a combined pumping station and forced main project and OCBCA will be building its own system within the streets of OCBCA property to connect each property to the system (the “Project”).

Attached is a conceptual diagram showing the overview of the planned Project (which is currently in the preliminary design phase). Each of the OCBCA property owners with parcels depicted as the grid in green below are the properties to be appraised pursuant to the services that may be procured pursuant to this request for qualifications (the “RFQ”) as described in more detail below.



**II. Purpose**

Pursuant to Connecticut General Statutes § 7-249, the OCBCA WPCA may levy benefit assessments upon the lands and buildings in OCBCA which, in its judgment, are especially benefited by the Project, and upon the owners of such land and buildings based on the special benefit accruing to each of the properties within OCBCA. Such assessment may include a proportionate share of the cost of any part of the sewerage system. In assessing benefits and apportioning the amount to be raised thereby among the properties benefited, the WPCA may give consideration to the area, frontage, grand list valuation and to present or permit use or classification of benefited properties and to any other relevant factors and may make reasonable allowances in the case of properties having a frontage on more than one street and whenever for any reason the particular situation of any property requires an allowance. The WPCA intends to determine an equivalent dwelling unit (“EDU”) charge to be assessed upon the properties within OCBCA in the manner provided for by the statute and to be charged to each property within OCBCA.

The OCBCA WPCA seeks qualifications and wage rates from qualified Commercial Property Appraisers (“Contractor”) to evaluate the properties within OCBCA and recommend a method for determining the special benefit accruing to each of the properties within OCBCA and the appropriate EDUs. This RFQ seeks to identify a qualified Appraiser to assist the OCBCA WPCA in determining an accurate appraised value of the properties within OCBCA using either (i) the standard “before and after” technique to determine the difference between the market value of the property immediately before and after municipal sewers are made available to service the property; or (ii) such methodology as the Appraiser determines to be appropriate based on the special benefit accruing to each of the properties. The difference between the before and after values, or such other methodology or analysis as the Appraiser determines appropriate, may be deemed the benefit to the property resulting from the availability of the OCBCA municipal sewer line portion of the Project.

**III. Issuing Authority**

This RFQ is issued by the Old Colony Beach Club Association, Water Pollution Control Authority, Frank Noe, Chairman. Any ensuing contracting from this RFQ is exempt from taxation.

**IV. Scope of Services**

OCBCA WPCA seeks to identify, and may consider retaining the services of, an Appraiser interested in providing the services described herein in support of the Project.

The **general services to be provided** include as follows:

* Examining all pertinent public records available in the Town of Old Lyme, including, as relevant, the town's Planning and Zoning, Tax Assessor and Town Clerk offices;
* Gathering and reviewing pertinent housing, employment and demographic information from State of Connecticut publications and Census data;
* Contacting and interviewing representatives of the Ledge Light Health District, the Town of Old Lyme, and the CT DEEP to evaluate sewer issues that could potentially affect the appraised properties;
* Reviewing the most recent Old Lyme Plan of Conservation and Development;
* Reviewing recent conveyances of comparable residential housing and lot sales in Old Lyme including similarly situated beach properties with single family, two family and condominium style dwelling units in Old Lyme as well as vacant land sales in Old Lyme and relevant regional towns;
* Reviewing and analyzing all available and relevant maps, site plans and surveys;
* Reviewing and analyzing pertinent zoning, wetlands and subdivision regulations;
* Researching and evaluating comparable land sales and listing information published by the Connecticut Multiple Listing Service and various other web sites as deemed appropriate; and
* Conducting a walking inspection of the subject properties, the subject neighborhood and comparable developments in the beach area of Old Lyme to evaluate the market.

The **specific services to be provided** may include the following (or such others specific services that the Appraiser determines will result in a fair determination of the special benefit accruing to each of the properties):

A. Conduct appraisal services, including an exterior inspection of the properties within OCBCA, to determine the value of all real estate parcels located within OCBCA, as is (i.e., before installation of the Project);

B. Conduct appraisal services to estimate the benefit resulting from the after value of the properties following installation of the new sewer lines serving the properties to support the value of the benefit each subject property located within OCBCA receives from the Project;

C. Calculate a benefit assessment proposed to be charged to each parcel located in OCBCA as the EDU used to assess each property for the cost of the sewer system infrastructure to be installed within the streets of OCBCA;

D. Prepare a full format narrative appraisal report to the OCBCA WPCA in support of the value conclusions describing the methodology used and explaining the rationale supporting the EDU calculations determined for the properties (one report to cover all properties in OCBCA) (Note: Report to be prepared and presented to OCBCA WPCA first in draft and then to be finalized upon review and comment from OCBCA WPCA).

E. Attend OCBCA WPCA meetings at engagement to discuss beginning of services and at conclusion upon presentation of draft report to discuss details of draft report.

F. Attend at least one OCBCA full membership meeting to participate in a public presentation on the Appraiser’s conclusions and public discussion of the Project and costs to the property owners.

**V. Requirements**

A. Required Qualifications: All responses to this RFQ must include:

* Evidence of respondent’s licensure, specifically Certified General Real Property
* Appraisal licenses from the State of Connecticut or Certified General Real Property
* Appraisal licenses from the respondent’s home state along with evidence of respondent’s eligibility to obtain either a reciprocal or temporary license in the State of Connecticut.

B. The names, titles, emails and direct telephone numbers of three professional references, preferably including a professional reference associated with a prior sewer benefit assessment engagement in Connecticut.

C. Descriptions and examples of any experience respondent or respondent’s firm has with conducting sewer benefit assessment appraisals in Connecticut.

D. Descriptions and examples of prior sewer benefit assessment reports.

**VI. Submission Process**

Each respondent shall carefully examine the RFQ and any and all amendments, exhibits, revisions, or other data and materials provided with respect to this RFQ Process. Respondents should familiarize themselves with all submission requirements prior to submitting their qualifications.

Should the respondent note any discrepancies, require clarifications or wish to request interpretations of any kind, the respondent shall submit written questions to Frank Noe, Chairman, OCBCA WPCA, at WPCA@oldcolonybeach.org. OCBCA WPCA shall respond to such written questions in kind and shall disseminate such written responses to other prospective respondents by addendum to this RFQ.

For appraisers interested in submitting RFQ responses, the following requirements should be observed:

* Submissions are considered in OCBCA WPCA’s sole discretion.
* Qualifications and wage rates shall be submitted electronically to Frank Noe at [WPCA@oldcolonybeach.org](mailto:WPCA@oldcolonybeach.org) no later than 4:00 pm, August 30, 2019. The subject line should be identified as: “Submission of OCBCA Sewer Benefit Assessment Appraisal Services by [Contractor Name]”.
* Any questions concerning conditions, scope of services, requirements, submission process or submission format should be directed to Frank Noe at the above e-mail address. The deadline for submitting questions is 2:00 pm on August 9, 2019. Responses to questions, if any, will be provided by addendum to this RFQ on or about August 19, 2019. It is the responsibility of all responders to be aware of and acknowledge receipt of any and all addendums issued relative to this RFQ.
* Respondents will be informed of their status within approximately 15 days of opening of submittals.
* Respondents may be required to be interviewed by OCBCA WPCA as it deems necessary in its sole discretion.
* The OCBCA WPCA and OCBCA are subject to the Connecticut Freedom of Information Act, as set forth in Section 1-200 *et seq*. of the Connecticut General Statutes, and other applicable laws. The selected RFQ respondent will become public information upon award.

**VII. Submission Format**

Each respondent should follow the following format in order to provide OCBCA WPCA with a working basis on which to compare one set of RFQ responses with another. Each of the elements within this outline is expected to be addressed in any submitted RFQ response. However, additions may be made where necessary for purposes of clarification or amplification.

A. Executive Summary

1. General background of appraiser, including history of the company, number of employees, clients, and water pollution control or sewer benefit assessment projects evaluated or appraised, including a description of the projects and their size.
2. Listing of three (3) clients for reference use for whom appraiser has performed similar appraisals as those contemplated by this RFQ. Please include the name, telephone number(s) and e-mail addresses of the contact person at each reference.
3. Description of any litigation, pending judgments, etc., which could affect the respondent's ability to enter into an agreement with OCBCA WPCA.
4. Include in the submission any other information you may deem relevant or helpful in OCBCA WPCA’s evaluation of respondent or its qualifications.
5. Attach a proposed professional services agreement or contract, which shall incorporate by reference the terms of this RFQ and shall not supersede or modify the terms of this RFQ.

B. Technical Qualifications

1. Appraiser’s areas of expertise and descriptions of past appraisals per above requirements (see above: Section VII, Subsections A(1) and A(2)).
2. Overall approach, plans, and qualifications for accomplishing the specific appraisal services described above.
3. The names of the employees in your company who would be assigned to this appraisal projects, give a description of each person’s experience and qualifications and indicate probable areas of responsibility.

C. Wage Rates

1. Please provide the average hourly rates for the classification of employees listed below;

**Title** **Hourly Rate**

Appraiser \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The appraiser must possess a current State of Connecticut Certified Residential Appraiser License from the Connecticut Department of Consumer Protection.

1. Please describe any discount rates applicable for governmental entities such as OCBCA WPCA.
2. Please provide an itemized list and cost allowance for out of pocket expenses or disbursements required to complete the work described in this RFQ. Provide a description and cost for such charges (Note: such disbursements, if any, will not be reimbursed without prior agreement and only at actual cost to appraiser.)

**VIII. General Terms and Conditions**

If appraiser elects to respond to this RFQ, submission of your RFQ response assumes the acceptance of the following understandings:

1. OCBCA WPCA reserves the right to reject any or all of the submissions received in response to the RFQ, to waive irregularities or to cancel or modify the RFQ in any way, and at any time OCBCA WPCA chooses, in its sole discretion, if OCBCA WPCA determines that it is in the interest of OCBCA WPCA and the members’ interests to do so.
2. Respondents must disclose all potential conflicts, and not accept assignment from OCBCA WPCA if the appraiser or any of its shareholders, officers, board members or employees: (a) has an ownership interest in any real property located in OCBCA WPCA or (b) is related to any member of the OCBCA WPCA board or the OCBCA Board of Governors.
3. Respondents must work in compliance with the Uniform Standards of Professional Appraisal Practice.
4. OCBCA WPCA further reserves the right to make selections under this RFQ without discussion of the submissions received.
5. Submissions must be signed by an authorized officer of the appraiser. Submissions must also provide name, title, address, telephone number and e-mail address for individuals with authority to negotiate and contractually bind appraiser, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the submission.
6. Neither OCBCA WPCA nor the OCBCA Board of Governors will be responsible for any expenses incurred by any respondent in conjunction with the preparation or presentation of any submission with respect to this RFQ.
7. OCBCA WPCA’s selection of an appraiser through this RFQ is not an offer and OCBCA WPCA reserves the right to continue negotiations with the selected appraiser until the parties reach a mutual agreement. Note that the successful RFQ respondent may be publicly reported in OCBCA WPCA or OCBCA Board of Governors meeting minutes, on the website maintained by OCBCA WPCA or OCBCA, to the Associations, or in reports to the Town of Old Lyme or the CT DEEP (in connection with justifications for expenditures incurred for receipt of grant funds the State of Connecticut may be providing to the Project).
8. Appraiser will execute a Professional Service Agreement (PSA), the form of which is to be agreed to during negotiations with the appraiser. If the appraiser and OCBCA WPCA are not able to agree on specific terms to be set forth in the PSA, OCBCA WPCA reserves the right to terminate negotiations and select another RFQ respondent for further negotiations.
9. Respondents must maintain general liability, automobile liability and workers’ compensation insurance (as applicable) throughout the life of the contract. The limits are as follows: commercial general liability insurance must specify a minimum of $750,000 per occurrence or an aggregate of $1,500,000. Auto liability insurance must specify a minimum of $500,000 per occurrence or an aggregate of $1,000,000. Workers’ compensation coverage is based on State Statute and limits should be discussed with appraiser’s insurance company.
10. All responses to this RFQ must be held open and not be subject to cost escalation or other changes for a period of ninety (90) days to allow OCBCA WPCA adequate time to conduct meetings and interviews to consider the responses received pursuant to this RFQ.

NONE OF OCBCA WPCA, THE OCBCA, OR ANY OF ITS BOARD OR MEMBERS SHALL HAVE LIABILITY OR OBLIGATIONS OF ANY SORT HEREUNDER, INCLUDING, WITHOUT LIMITATION, IF FOR ANY REASON OR NO REASON A BINDING AGREEMENT IS NOT ENTERED INTO WITH ANY RFQ RESPONDENT. IN MAKING ITS SELECTION OF A SUCCESSFUL RESPONDENT, OCBCA WPCA MAY CONSIDER ANY AND ALL FACTORS AND CONSIDERATIONS WHICH OCBCA WPCA, IN ITS SOLE DISCRETION, DEEMS RELEVANT, THE RELATIVE IMPORTANCE OF WHICH SHALL BE IN THE SOLE DISCRETION OF OCBCA WPCA.