



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 32101-17109  
AMENDMENT # TWO  
FOR APPRAISAL REVIEW**

DATE: 8/8/2017

RFP # 32101-17109 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

2. **RFP SCHEDULE OF EVENTS**

2.1. The following RFP Schedule of Events represents the State's best estimate for this RFP.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		7/7/2017
2. Disability Accommodation Request Deadline	2:00 p.m.	7/12/2017
3. Pre-response Conference	TIME	7/25/2017
4. Notice of Intent to Respond Deadline	2:00 p.m.	7/26/2017
5. Written "Questions & Comments" Deadline	2:00 p.m.	7/31/2017
6. State Response to Written "Questions & Comments"		8/8/2017
7. Response Deadline	2:00 p.m.	8/16/2017
8. State Completion of Technical Response Evaluations		8/24/2017
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	8/25/2017
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	8/31/2017
11. End of Open File Period		9/7/2017
12. State sends contract to Contractor for signature		9/8/2017
13. Contractor Signature Deadline	2:00 p.m.	9/15/2017

**2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
<p>1 Please confirm this RFP is for residential appraisals rather than commercial properties? Do you have an idea of what types of assets will need to be appraised? Land, single family, multi-family, etc.</p>	<p>This RFP would be a commercial type of RFP. Appraisers with a “Residential” certification will not be able to qualify.</p> <p>This is for Federal Review and reconciliation of Federally required appraisals. Must be certified to do Commercial Yellowbook(USFLA) Appraisals.</p>

**3. Delete RFP Attachment 6.6 section A.2 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

A.2. The Federal Review Appraiser (Review Appraiser) will review appraisal reports submitted by independent fee appraisers contracted by the State of Tennessee. He or she will ensure that the reports comply with the Uniform Appraisal Standards for Federal Land Acquisitions and/or with the Uniform Standards of Professional Appraisal Practice (USPAP). In the case of a conflict between standards, the former standard shall take precedence over the latter.

The Review Appraiser may also be called on by the State to reconcile values derived by two conflicting fee appraisal reports on the same property.

The Review Appraiser will act as a liaison between the State of Tennessee and the independent fee appraiser. The Contract Officer for the State of Tennessee, Department of General Services, **State of Tennessee Real Estate Asset Management (STREAM)**, Division of Real Property Administration (Contract Officer) will send the Review Appraiser an electronic mail (email) copy of all fee appraisals contracts that are subject to federal review. The independent fee appraiser will submit appraisal reports directly to the Review Appraiser. The independent fee appraiser will submit an original and two copies of a narrative appraisal report in hard-copy form, together with a compact disk containing the appraisal report as a Word Document and as a Portable Document Format (PDF) document. The Review Appraiser will notify the Contract Officer by email of receipt of the appraisal report.

Within 30 days of receipt of the appraisal report, the Review Appraiser will review the appraisal report and provide a narrative review report in accordance with State Format and Compliance for Review Appraisal Narrative Reports. If the appraisal report is in compliance, the Review Appraiser will affix a seal of approval to it. The seal will include the Review Appraiser’s license number and professional designation. The Review Appraiser will send to the Contract Officer (1) the approved appraisal report, (2) two copies of the narrative review appraisal report, (3) an invoice, and (4) a letter of compliance. The Review Appraiser will also notify the independent fee appraiser that the appraisal report was in compliance and will send an email copy of the review appraisal narrative report to the independent fee appraiser.

If the report fails to comply with USFLA or USPAP Standards, the Review Appraiser will notify the Contract Officer by email. The Review Appraiser will send an email copy of the review appraisal narrative report to the Contract Officer, and will also send an email copy of the review appraisal narrative report to the independent fee appraiser. For up to 60 days from the date of receipt of the appraisal report, the Review Appraiser will correspond with the independent fee appraiser to achieve compliance, and may use the Word Attachment of the appraisal report as an edit copy. When the Review Appraiser determines that the amended

reports are compliant with the standards, he or she will affix a seal of approval and send the amended reports to the Contract Officer, together with an invoice and a letter stating that the amended reports are in compliance.

In the event that compliance is not achieved within 60 days from the date of receipt of the appraisal report, the appraisal submitted by the independent fee appraiser will be rejected. The Review Appraiser will notify the independent fee appraiser and the Contract Officer by email, and will send to the Contract Officer (1) the rejected reports, (2) an invoice, and (3) a letter stating the reason(s) why the amended reports failed to comply with USFLA or USPAP Standards,.

Upon completion of the assignment, the Review Appraiser shall have sent to the State of Tennessee (1) the appraisal reports, (2) a Review Appraisal Narrative Report in accordance with State requirements, (3) a hard-copy letter summarizing the Review Appraiser's conclusion of compliance or noncompliance, and (4) an invoice. All appraisal reports and associated documents mailed to the State of Tennessee must be capable of being tracked. A notice of dispatch shall be emailed to the Contract Officer.

4. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.