



**Community Action Partnership of Strafford County
Request for Proposal**

Community Action Partnership of Strafford County (CAPSC) is seeking a certified commercial appraiser to prepare a Restricted Appraisal Report for the properties specified in this RFP.

Interested parties may submit bids via:

- Hand delivery
- US mail in sealed envelopes
- Electronic delivery

All submissions must be clearly labeled with the envelope or subject line marked: ***“RFP Response for Appraisal Reports”*** and addressed to:

Community Action Partnership of Strafford County
ATTN: Carrie DiGeorge
577 Central Ave. Suite 10
Dover, NH 03820

FRP Timetable:

Event	Date
RFP Release	Friday, January 3, 2025
Appraiser’s Questions Submitted	Monday, January 13, 2025
CAPSC’s Response to Questions	Friday, January 17, 2025
Bid Submissions Due	Monday, January 27, 2025, 4:00 pm
Contractor Selected & Contacted	Week of February 3rd, 2025

All pre-bid inquiries should be directed to **Carrie DiGeorge, cdigeorge@straffordcap.org**. Any questions received will be answered and shared with all prospective RFP respondents on the date listed above.

Appraisers or their staff may not communicate with other CAPSC staff about this RFP without the prior written permission of the individual listed above.

CAPSC retains the right to waive any minor irregularities in bids, to accept any bid, and to reject any and/or all bids if it is deemed in the best interest of the agency. Additionally, CAPSC reserves the right to cancel or modify this RFP at any time.



The purpose of this appraisal is to develop an opinion of market rent for the following sites:

<u>Location</u>	<u>Size</u>
577 Central Ave, Suite 10, Dover, NH 03820	8,054 s.f.
577 Central Ave, Suite 16, Dover, NH 03820	1,114 s.f.
577 Central Ave, Suite 5, Dover, NH 03820	5,949 s.f.
577 Central Ave, Suite 20, Dover, NH 03820	1,014 s.f.
150 Wakefield Street, Rochester, NH 03867	9,000 s.f.
10 Cold Spring Manor, Rochester, NH 03867	3,518 s.f.
120 Main Street Farmington, NH 03835	7,600 s.f.
46 Stackpole Road Somersworth, NH 03878	1,140 s.f.

Requirements of this RFP

- The enclosed bid form must be fully completed and submitted by the due date.
- Bidders must indicate any deviations from the specified requirements.
- Any cost incurred in preparing a response to this FRP is the sole responsibility of the appraiser.
- Bidders must be familiar with the commercial rental market in Strafford County and demonstrate this experience through their resumes and references
- A site visit is required for each location and will be scheduled with the appraiser upon selection

The bid packet must contain the following:

- Experience of the appraisal firm and resume of the appraiser conducting the appraisal report.
- Current NH certification or license.
- Contact information for the appraisal firm and appraiser conducting the appraisal report.
- Expected start and completion dates for this project.
- Lump sum cost for the scope of work.
- Three references to include name, phone number, email, and business name for each

Bids will be evaluated based on the following criteria:

- Cost.
- Adherence to the Specifications of this RFP.



Community Action Partnership of Strafford County is a 501(c)(3) nonprofit organization established under the provisions of the Equal Opportunity Act of 1964 and established in Strafford County in May of 1965.

Our Mission:

To reduce barriers to help clients improve their economic stability and well-being through education, advocacy, and partnerships

Our Vision:

To eliminate poverty

Our Values:

Communication, Collaboration, Accountability, and Client Focus

Statement of Non-Discrimination:

Community Action Partnership of Strafford County is committed to ensuring equal opportunity in all aspects of its work and prohibits discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other characteristic protected by applicable law.

This policy applies to all phases of the RFP process, including contractor selection and the execution of any subsequent agreements.

Compliance with New Hampshire Law:

This Request for Proposals (RFP) and any resulting contract shall be governed by and construed by the laws of the State of New Hampshire. All bidders must comply with applicable federal, state, and local laws, regulations, and requirements in the preparation and submission of their proposals and the performance of any services under the awarded contract.