

Johnson County Courthouse

300 North Holden
Suite 203
Warrensburg MO 64093
660-747-2112
JoCoCourthouse.com



Johnson County Commission

Densil Allen
Presiding Commissioner

John L. Marr
Commissioner, Eastern District

Charles Kavanaugh
Commissioner, Western District

Diane Thompson
County Clerk

June 8, 2022
4:30 p.m.

ADDENDUM: REQUEST FOR PROPOSALS – Commercial Appraisal Services

Items no longer applicable are designated with a strikethrough. ~~SAMPLE~~
Updated or added information are designated with a yellow highlight. **SAMPLE**

Page 1 – NOTICE

DATE OF ISSUANCE OF RFP	May 10, 2022
MANDATORY SITE VISITS	10 a.m. on Monday, May 23, 2022 9 a.m. on Wednesday, May 25, 2022 Guided tour available upon request when scheduled at least 24 hours in advance with Jennifer Powers
QUESTIONS AND CLARIFICATIONS DEADLINE DATE	4 p.m. on Thursday, June 2, 2022 4:00 p.m. on Thursday, June 30, 2022
RFP SUBMISSION DEADLINE DATE and TIME	1:30 p.m. on Thursday, June 9, 2022 1:30 p.m. on Thursday, July 7, 2022
PROPOSAL HEADING	Request for Proposals – Appraisal Services
COUNTY CONTACT PERSON	Jennifer Powers, Chief Deputy Clerk
COUNTY CONTACT INFORMATION	(660) 747-6161 jpowers@jococourthouse.com

Page 3 – ADDITIONAL MATERIALS

A copy of any “questions and answers” or “items for clarification” related to the Request for Proposal will be posted to the County’s website. The deadline for “questions and answers” or “items for clarification” is ~~4:00 p.m. on June 2, 2022~~ **4:00 p.m. on Thursday, June 30, 2022.**

Page 3 - ~~MANDATORY~~ SITE VISIT

An onsite project review in advance of the submittal of the proposal is required. The County will make available specific dates and times for Respondents to view the property. Interested parties may view the site at either of the following dates and times:

10:00 a.m. on Monday, May 23, 2022

9:00 a.m. on Wednesday, May 25, 2022

Respondents may select either date and time for a site review. Please meet Jennifer Powers, Chief Deputy Clerk, in the Johnson County Courthouse – Clerk’s Office located at 300 N. Holden Street, Suite 201, Warrensburg, MO 64093 at the posted time for a guided tour. While there is no advance registration or reservation required, participants will be asked to sign in to meet the mandatory requirement of attendance.

Respondents may schedule a guided tour at least 24 hours in advance with Jennifer Powers, Chief Deputy Clerk, (660) 747-6161 or jpowers@jococourthouse.com. Please meet Jennifer Powers, Chief Deputy Clerk, in the Johnson County Courthouse – Clerk’s Office located at 300 N. Holden Street, Suite 201, Warrensburg, MO 64093 for a guided tour. Advance reservations are required for a site visit.

Page 4 – EVALUATION CRITERIA

Criteria	Max Points Available	Score
Qualifications of Firm including references	20	
Firm’s Experience on Similar Projects	15	
Available Professional Resources to Complete the Project	15	
Proposed Approach to Project and Deadline Timeline immediately following Notice to Proceed	10	
Lump Sum Firm Price for Service*	40	

*The score provided for price will be applied with 40 points assigned to the lowest price proposal. The remainder of the proposals will receive a proportionate amount of the 40 points based upon a comparison of the quoted price and the lowest price.

Page 4 – SCOPE OF SERVICES

SUBMISSION REQUIREMENTS

Please mail or deliver five (5) signed complete paper responses to the Request for Proposals and one (1) .pdf on a USB drive, and **one (1) originally signed addendum** in a sealed envelope labeled “JOHNSON COUNTY APPRAISAL 122 Hout Street” for receipt by the County **NO LATER THAN 1:30 p.m. ON THURSDAY, JUNE 9, 2022 THURSDAY, JULY 7, 2022**, to:

ATTN: Diane Thompson, County Clerk
Johnson County
300 North Holden Street, Suite 201
Warrensburg, MO 64093
Phone: (660) 747-6161

Emailed electronic submissions will not be accepted for this Request for Proposals.

Page 5 – TERMS AND CONDITIONS - IMPORTANT INFORMATION FOR RESPONDENT

Deadline:

The appraisal must be completed and delivered to the County on or before ~~September 5, 2022~~ **December 31, 2022**. The qualified appraisal firm will be one that indicates and adopts a plan to accomplish the tasks within the timeline required (in addition to the other noted qualification criteria).

ADDITIONAL TERMS AND CONDITIONS - IMPORTANT INFORMATION FOR RESPONDENT

Commencing Performance:

The selected Firm will be authorized to commence performance of the appraisal services following a Notice to Proceed process only. Johnson County will issue the selected Firm a Notice to Proceed affixed with the official date on which the Firm may commence work. The Firm, having received the Notice to Proceed, will acknowledge receipt by signing and dating all copies of the acknowledgment and returning all but one copy to the Chief Deputy Clerk. Should the Firm choose to voluntarily commence work prior the date affixed on the Notice to Proceed, such action is at the Firm's own risk and without liability on the part of Johnson County.