**(SAMPLE) REQUEST FOR PROPOSALS**

**PROFESSIONAL APPRAISAL AND REVIEW APPRAISAL SERVICES**

The **City/County of Anytown** is requesting proposals for appraisal and review appraisal services in a project financed with Community Development Block Grant (CDBG) Funds. The project will acquire **a parcel of land and easements for a sewer line project** located in **Anytown, MO**.

The appraisals must be submitted to **Contact Person** within 30 days of engagement.

Information provided to the **City/County** shall include:

1. The specialized experience and technical competence of the firm with respect to

 appraisal and related work;

1. The past performance of the firm with respect to such factors as accessibility to

 clients, quality of work, and ability to meet schedules;

1. The firm's proximity to and familiarity with the area in which the project is located;
2. Cost of services;
3. References from previous clients of related work with the firm within the past five years;
4. Certified or licensed by the Missouri Real Estate Appraisers Commission

(a), (c), and (d) above shall receive priority weighting in the final selection.

The above information should be submitted no later than **4:00 p.m. on September 24, 2025**, to **City/County Clerk** at **101 West Main, Anytown, MO 64444**. For more information, contact **City/County Clerk** at **Phone Number**.

The **City/County of Anytown** is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

**(SAMPLE) ADVERTISEMENT FOR REVIEW APPRAISAL BIDS**

The **City/County of Anytown** will receive Bids for Appraisal Reviews for **25** Residential Flood Buyout Propertiesuntil **2:00 P.M. on Thursday, October 27, 2025**, at the office of the **City/County Clerk**, **City Hall – 101 West Main, Anytown, Missouri 64444**, at which time all bids will be publicly opened and read aloud at **Location**.

Bids are invited upon the items and quantities of work as follows:

The **City/County of Anytown** is seeking qualified bidders to conduct appraisal reviews of approximately **twenty-five (25)** residential properties intended for **city/county** acquisition under the Community Development Block Grant (CDBG) Flood Buyout Program. Scope of work consists of conducting appraisal reviews of **twelve (12)** developed properties and **thirteen (13)** vacant lots.

Bid specifications, location map, property addresses, and bid chart are on file and may be obtained at **Location**. Interested parties may also contact **City/County Clerk** at **Phone Number** for the specifications.

The **City/County of Anytown** reserves the right to reject any or all Bids or to waive any informality in the bidding.

Bids may be held by the **City/County of Anytown, Missouri,** for a period not to exceed **45** days from the date of the opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of Bidders prior to awarding the Contract.

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