

**THE FULTON-DEKALB HOSPITAL AUTHORITY**

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**REQUEST FOR PROPOSAL**

**FOR**

**Appraisal Services**

**REQUEST FOR PROPOSAL NUMBER  
0001**

**Request for Proposal Posted: September 2, 2010  
Proposal Due: September 9, 2010 at 4:00PM EST**

## **SECTION 1: THE FULTON-DEKALB HOSPITAL AUTHORITY BACKGROUND**

The Fulton-DeKalb Hospital Authority (“the Authority”) owns the Grady Health System (“GHS”), the southeast’s largest public hospital system. With a delivery system that includes affiliations with public health organizations, medical education programs, and community advocates, GHS provides quality, cost-effective, and customer focused health care to residents of metropolitan Atlanta and citizens of the State of Georgia. Grady Health System is comprised of Grady Memorial Hospital (953 licensed beds), Crestview Rehabilitation and Nursing Facility (388 long-term care beds), the Infectious Disease Center, the Loughlin Radiation Oncology Center, the Maloof Imaging Center, nine community health centers, the Regional Perinatal Center, the Regional Burn Center, the State of Georgia Poison Control Center, the Georgia Cancer Center of Excellence, Ambulance Services, and the Emergency Care Center offering the only Level I trauma care in the region.

## **SECTION 2: OVERVIEW, QUALIFICATIONS & EXPERTISE**

### **Project Overview**

The Fulton-DeKalb Hospital Authority (“The Authority”), owners of the Grady Health System, is currently requesting proposals to provide appraisal services on three (3) properties in which it owns.

The Authority seeks to engage an appraiser who holds an active and valid license as a Certified Appraiser through the Appraiser Institute. Appraisers with a rating as a Member of the Appraiser Institute (MAI) or Senior Real Estate Appraiser (SRPA) will be accepted. Qualified appraisers must have experience with appraisals of healthcare facilities and real property, specifically improved and unimproved vacant land. The appraiser will be required to provide professional services in performing a complete independent appraisal, in accordance with the Uniform Standards of Professional Appraisal Practices (USPAP).

The appraisal services are necessary to determine the estimated market value of the following properties:

1. An existing healthcare facility, Crestview Nursing Home and Rehabilitative Center, in Southeast Atlanta, Georgia.
2. A former health clinic in Roswell, Georgia.
3. A vacant lot adjacent to an existing healthcare facility in Midtown Atlanta, Georgia.

### **Qualifications & Expertise**

The Authority requires the successful Proposer to exhibit the highest standards of integrity and work ethics (e.g. confidentiality, diligence and professionalism) and possess specialized experience in the property appraisal. The successful Proposer must demonstrate a proven ability to provide property appraisal.

Within all responses to this Request for Proposal (RFP), the Proposer will provide the following details in their proposal:

- Describe how the Proposer’s experience meets the requirements of this RFP.
- Indicate name and the business address of the entity, or individual that will be the party to the proposed contract and the Proposer’s business telephone number, fax number, and e-mail address.
- Provide the year the firm was established (include former firm names and year established, if applicable).
- Indicate the type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any.
- Provide the name, address, and telephone number of the point of contact that will serve as the authorized negotiator(s) for the Proposer. The authorized negotiator shall have the authority to act on behalf of the Proposer and make binding commitments for the Proposer and any sub-consultants concerning this RFP.
- Disclose whether the proposing entity, or any shareholder, member, partner, officer or employee thereof, is presently a party to any pending litigation, or has received notice of any threatened litigation or claim directly or indirectly bearing on The Fulton-DeKalb Hospital Authority or Grady Health System.

The Authority shall make an assessment of each Proposer's response and whether in the opinion of the Authority, the Proposer is capable of undertaking and completing the scope of work delineated within this RFP in a satisfactory and timely manner. The Authority will award a contract only to a responsible Proposer that has the ability to successfully perform under the terms of this RFP.

### **SECTION 3: PROPOSAL EVALUATION, SELECTION PROCESS, AND SCHEDULE**

#### **SCHEDULE:**

**Questions Due: September 7, 2010, 12:00 Noon**

**Responses to Questions will be posted to the Grady Website by September 8, 2010**

**Response Due Date: September 9, 2010 at 4:00PM EST**

**\*Finalist(s) Presentation: TBD-If Required**

**\*Award Decision: TBD**

*\* Date(s) are subjected to change*

### **SECTION 4: SPECIFICATIONS / DESCRIPTION**

#### **§ 4-A Scope of Services**

1. Appraiser and/or firm must hold active and valid licenses with a minimum designation as a MAI and/or SRPA.
2. The appraiser must have recent experience in providing estimates of current market value of appraisals of healthcare facilities, real property, including vacant land.
3. The appraiser and all employees shall adhere to appraisal practices as required to conform to the Uniform Standards of Professional Appraisal Practice (USPAP).
4. The appraiser will provide review services to assure accuracy, completeness, and adequacy of documentation of appraisal reports. The appraiser may also be required to provide appraisal-related consulting services on an "as-needed" basis.
5. The appraiser will review completed appraisals with the Chief Administrative Officer and the Finance Committee of the Authority.
6. As necessary, review appraisal reports to determine consistency with values, supporting documentation related to the conclusions reached, and compliance with the Uniform Standards of Appraisal Practices.

#### **§ 4-B Submission Guidelines**

1. In addition to the submission documents and information requested in the above specifications and Appendix F: Required Content of Proposals, interested respondents are asked to submit the following:
  - A. State the scope and function of the appraisal.
  - B. The standards to which the report will be subject.
  - C. Resumes of the key people involved in the appraisal.
  - D. The proposal must be straightforward, concise and provide layman explanations of technical terms. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

## SECTION 5: EVALUATION CRITERIA AND PROCESS

The selection of the awardee to be engaged by the Authority to accomplish the aforementioned scope of work will be based on the following criteria that are utilized by the Technical Evaluation Team.

### § 5-A Technical Proposal/Demonstrating An Understanding of the Services/Products Requested

Proposals submitted must demonstrate the capability to comply with all requirements and specifications contained in this RFP. Failure to demonstrate the ability to meet specifications may result in non-consideration.

### § 5-B Previous Experience On Projects of a Similar Nature/References

The Authority will review and evaluate the information submitted related to the scope of services and similar sized projects your firm has successfully completed in the past. Particular attention will be paid to the capability, quality, timeliness, cost controls and references.

### § 5-C Cost Proposal

The Authority will review and evaluate the overall costs in the proposal to determine if they are: (1) realistic for the work to be performed; and (2) consistent with various elements of the Proposer's scope of services/technical proposal.

### § 5-D Management Plan/Implementation/On Going Support

The Authority will review and evaluate an overview of the proposed project management team and plan. In this overview, please identify the consultants and other key staff who would be assigned to the project and involved in providing services as specified in the RFP. Provide biographical data on these individuals, the roles that each will play, and indicate which senior level staff member(s) will represent your firm at meetings with the Authority. It is also requested that you provide biographies of other key members in your firm whom you regard as key to the firm's governance or to a relationship with the Authority. The Proposer shall also include an overview of its corporation which will include, but not be limited to a description of the corporation, length of time in business, market presence, financial stability, and a summary of the firms' project management and control policies.

## SECTION 6: REPRESENTATIONS AND INSTRUCTIONS

### § 6-A Instructions, Conditions, and Notices to Proposers

#### § 6-A-1 Response Guidelines

The information required by this RFP is comprehensive and necessary for accurate Proposer selection. Please be concise with answers. Each applicable question must be answered. For questions deemed not applicable, please state "not applicable". The response to this RFP must be submitted **with one (1) original hard copy, one (1) CD (including editable Excel spreadsheet with functional specifications), and five (5) printed copies of the proposal. Two (2) copies of the Cost Proposal must be submitted under a separate cover with the proposal. No faxed nor e-mail copies will be accepted.**

Proposals must be completed and returned in the same format. Your RFP response, in its entirety, will be included in the subsequent contract negotiated between the Authority and the selected Proposer. All documents shall be submitted in a sealed container sufficient to protect and maintain the confidentiality of the contents and/or to indicate loss of confidentiality. Container must indicate this **RFP # 0001** and the name of the company submitting the proposal on the outside of the container. All responses to the RFP must be delivered to the Authority Office no later than **SEPTEMBER, 9, 2010 by 4:00 PM EST.**

All forms in Appendices A,B, and C must be signed by an officer of the firm having the authority to make such offers, verifying that the proposal is valid and will remain valid.

Any cost incurred in the preparation and presentation of this response is to be absorbed by the Proposer. All documents submitted will become the property of the Authority unless otherwise requested in writing by Proposer at the time of submission. Further, any materials submitted by Proposer that should be considered “CONFIDENTIAL” must be clearly marked as such. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by the Authority. All portions of the proposal that are not designated as confidential will become part of the public record immediately following an award. Documents designated as confidential will be treated as such to the extent permitted by law, including but not limited to the Georgia Open Records Act.

**§ 6-A-2 Submission Guidelines**

Bidders are forbidden to contact, directly or indirectly anyone other than the Chief Administrative Officer. **Joy L. White, Chief Administrative Officer** is the sole point of contact for this RFP during the bid process. Contact with any person other than Joy White is grounds for disqualification from this process. Bidders are also strictly forbidden to attempt to influence, through internal or external third party sources the outcome of this bid. Your submission of this RFP serves as your confirmation that you, your firm and anyone acting as an agent, representative or influencer on behalf of your firm has not engaged in any action that may be construed as an attempt to influence the outcome of this bid.

Failure to comply with any of the above stated guidelines may result in immediate disqualification. If you have any questions regarding this RFP, email or fax your questions /concerns to **Joy L. White, Chief Administrative Officer, The Fulton-DeKalb Hospital Authority** at [joywhite34@msn.com](mailto:joywhite34@msn.com), **404-616-3910**.

**§6-A-3 RFP Terms and Conditions Posted on the Grady Website at the following address:**

[www.gradyhealthsystem.org/vendors](http://www.gradyhealthsystem.org/vendors)

Compliance with GHS terms and conditions are required for any Proposer selected to provide goods, equipment, or services by the awarding of any Request for Proposal.

**§ 6-A-4 RFP Completion Instructions**

**Acceptance of Proposer’s proposals:** The Authority reserves the right to accept or reject any proposal, change these specifications or waive any formalities. Should it be necessary to modify an application to fulfill the needs of the Authority, the Authority will retain exclusive rights of ownership and use of all design documents, programs, and documentation developed. The proposals, as submitted, will be the basis for contract negotiations and will be included in any contract between the Authority and the selected Proposer. Representations made within the proposals will be binding on responding Proposers. Proposer’s responses should be written in a concise and forthright manner. Proposers may be excluded from further consideration for failure to fully comply with the specifications of this RFP, including the failure to return ALL required documents, as well as, not using the forms and files as included. The Authority will not be responsible for any costs associated with proposals as submitted.

**Proposer Selection:** The Authority reserves the right to make an award based solely on the proposals as submitted, or any other basis, or to negotiate further with one or more Proposers. The Proposer(s) selected will be chosen on the basis of greatest benefit to the Authority as determined by the Authority, and not necessarily on the basis of the lowest price. Upon completion of the initial review and evaluation of the proposals, selected Proposers may be invited to participate in oral presentations.

**Full Right of Selection and Rejection:** The right to reject in its entirety or to select a Proposer providing other than the lowest cost product is reserved. The Authority reserves the right to select and award, at its option, the runner-up’s Proposal in the event the selected offer for award or Proposer receiving the award, upon further review and solely in the opinion of the Authority, fails to meet all qualifications or specifications or proves to be a selection not in the best interest of Authority.

**Proposal Open Record:** If a request to inspect the proposal, or any portion thereof, is made by a third party, The Authority will endeavor to treat all materials requested to be kept confidential and non-disclosable to the extent provided by the Georgia Open Records Act. The Proposer understands that the Authority may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. The Authority will endeavor to inform the Proposer of any third party request for disclosure of such information pursuant to the Georgia Open Records Act or as may be otherwise made to the Authority.

If the Proposer requests that such information be held confidential and not disclosed by the Authority, the Proposer will assume the defense of such position, up to and including litigation, and will indemnify, save and hold harmless

the Authority, its trustees and employees, from any expense, fees, costs or liability associated with such third party request or such litigation. If the Proposer does consider the proposal or any portion thereof to contain confidential information, it shall submit a letter on the Proposer's letterhead signed by the owner or Chief Executive Officer, requesting that the Authority treat the proposal confidential and private information to the extent possible under Georgia law. Otherwise, the Proposer agrees that its' submission may be deemed as public information.

**Regulatory and Ethical Compliance:** No proposal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that, within the past five years, has been found in non-compliance with Georgia statutes or the standards and rules set by the Ethics Commission of the State of Georgia. (<http://www.ethics.state.ga.us>).

Prior to any contract award, the Authority will verify that the prospective Proposer's company, officers and/or principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by any Federal department or agency. This will be verified through the Office of Inspector General (OIG). If the Proposer and/or its principles appear on the OIG list, the Authority reserves the right to reject the Proposer's proposal and refuse award of a contract.

**Notice of Award:** The notice of award is issued by the Authority. Unsuccessful Proposers shall be notified in writing, after award has been made.

### **SECTION 7: ECONOMIC OPPORTUNITY PLAN (EOP)**

It is an overall objective of The Fulton-DeKalb Hospital Authority to encourage involvement by local, small, or economically disadvantaged contractors and suppliers in business activities generated by the Authority, while assuring that such activities will be conducted in accordance with all applicable laws. It is the declared policy and intent of the Authority to strive to maximize participation of local, small, or economically disadvantaged businesses through all business contracting opportunities. The Authority is committed to ensuring that local, small, or economically disadvantaged businesses are given every opportunity to participate in contracting opportunities.

The Authority prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract. The Authority will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any vendor doing business with the Authority provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Authority.

The respondents must outline a plan of action to encourage and achieve participation by local, small or economically disadvantaged businesses as it relates to this RFP.

**Past Performance:** Proposer shall (1) summarize in writing its past performance for client healthcare institutions in actively fostering the participation of local, small or economically disadvantaged businesses utilized by the institution, (2) provide three (3) or more client references for this purpose for whom it has provided appraisal services within the past two (2) years, with the name, phone number and e-mail of a specific knowledgeable contact person for each such client reference.

**Present Commitment:** Proposer shall submit in writing its present commitment and business plan to facilitate and promote the participation of local, small or economically disadvantaged businesses. Specific, measurable performance criteria for this purpose shall be included in the Proposer's submission which, subject to negotiation and mutual consent, shall be included in the awarded contract as measurable requirements of vendor performance for the duration of the contract.

**Post-award performance:** The specific, measurable performance criteria included in the proposal for present commitment to local, small or economically disadvantaged businesses shall, subject to negotiation and mutual consent, become part of the awarded contract as specific, measurable requirements of vendor performance for the duration of the contract.

#### **EOP CERTIFICATION:**

I certify that the statements made by me in this Contract Compliance Section are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts,

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*The Fulton-DeKalb Hospital Authority  
Request for Proposal*

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I am subject to debarment from participation in future GHS contracting opportunities, held liable for breach of contract and subject to the enforcement of any remedies available under the contract or as a matter of contract law. I agree that no changes shall be made to this section without the written consent of GHS.

Authorized Representative Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**APPENDIX A: REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
PROPOSERS  
\*\*REQUIRED INPUT WITH SUBMISSION\*\***

**CERTIFICATION**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the terms and conditions of the Request for Proposal (RFP). The undersigned further certifies that he/she is legally authorized by the Proposer to make the statements and representations on this form, and that said statements and representations are true and accurate to the best of his/her knowledge and belief. The undersigned understands and agrees that if the Proposer makes any knowingly false statements, or if there is a failure of the successful Proposer (i.e., contractor) to implement any of the stated agreements, intentions, objectives, goals, and commitments set forth herein without the prior approval of the Authority, then the Proposer's act or omission shall constitute a material breach of the contract. The right to terminate shall be in addition to and not in lieu of any other rights and remedies the Authority may have for defaults under the contract. Additionally, the Proposer may be prohibited from obtaining future contracts awarded by the Authority. The Authority reserves the right to terminate any contract where a material breach has occurred.

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FACSIMILE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

\_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_

(DATE)

**APPENDIX B: COST PROPOSAL**

This can be unique to your requirement.

Where there is reference in the RFP to deliverables, submission requirements, or other response and contract performance discussions, said reference may not include all requirements in the RFP. It is incumbent upon the Proposer to read this entire RFP carefully and respond to and price all requirements and ensure “Total contract value for ALL Requirements” above includes all requirements.

**APPENDIX C: SOLICITATION / CONTRACT FORM**

**REQUEST FOR PROPOSAL NUMBER: RFP# 0001**

**RFP DESCRIPTION: APPRAISAL SERVICES**

PROPOSAL RESPONSES MUST ARRIVE NO LATER THAN **4:00PM on September 9, 2010** NOTE:  
Mark the outside lower-left corner of your submission with the RFP number shown above.

You are invited to submit your proposal for the services listed with in this RFP. Responses must arrive at:

<u>DELIVERY ADDRESS</u>	<u>MAILING ADDRESS</u>
The Fulton-DeKalb Hospital Authority 48 Armstrong Street, SE Suite 203 Atlanta, GA 30335-3801	The Fulton-DeKalb Hospital Authority c/o Joy White, CAO 80 Jesse Hill Jr. Drive, SE Atlanta, Georgia 30303

**\*NOTE:** The Armstrong Hall Building is located on the corner of Piedmont Avenue and Armstrong Street.  
**FAXED RESPONSES WILL NOT BE ACCEPTED.**

**CAO:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE BE ADVISED:** Proposers must **complete and return all pages** required with proposal submission. Failure to return these completed pages with responses may result in non-consideration of proposal submission.

**Please acknowledge receipt of the following Addenda to the solicitation documents below by entering the number and the date of each:**

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**NAME OF RESPONDING FIRM:** \_\_\_\_\_

**NAME OF COMPANY OFFICER** \_\_\_\_\_

**(Company officer must have authority to legally bind the company):**

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(MANDATORY) SIGNATURE OF COMPANY OFFICER ABOVE (Certifying agreement with specifications, terms and conditions unless otherwise noted.):**

\_\_\_\_\_  
*Signature*