**Allentown School District**

**Request for Proposals**

**Property Valuation Services**

**Issue Date: January 25, 2021**

**Basic Information –** The Allentown School District is a large, urban public school district located in Allentown, Pennsylvania, in the United States. The District is one of the 500 public school districts of Pennsylvania. Serving most of the city of Allentown, it is the fourth largest school district in Pennsylvania, with 16,234 students.

**Purpose –** Allentown School District is soliciting Proposals from interested and qualified Proposers to provide Property Valuation Services.

**Description of Needs of Service:** ASD’s valuations are part of a strategic review of assets. All properties to be appraised are located in the City of Allentown, PA. ASD is seeking highest and best use appraisals on all assets identified.

**Selection Process:** The District will select a firm based on qualifications, past performance, and price as offering the best value proposal. The District reserves the right to award the work to one or more firms.

**Form of Proposal:** The following is to be submitted with each proposal:

1. Letter of interest indicating understanding of the project and proposed approach.
2. General qualifications of firm.
3. Three (3) representative projects demonstrating similar services for projects of similar size and scope. Contact information for representative projects should be submitted as a reference.
4. List of prior projects with ASD, if any.
5. Define timing to complete the project.
6. Provide a description or example of the report content and how it will be structured.
7. Outline of potential additional scope of services not contemplated by this request.
8. Provide a lump-sum, not to exceed fee, based on the scope of services provided including sub consultants as deemed appropriate for the identified work. (Note: The District reserves the right to approve or reject all sub consultants.)

**Selection Process:**

1. All questions shall be in writing via E-mail to [smithto@allentownsd.org](mailto:smithto@allentownsd.org) and submitted by 12:00 PM on February 09, 2021. Answers/clarifications will be issued via E-mail to all firms by 4:00 PM February 12, 2021.
2. A listing of assets to be valued and information concerning each asset will be made available to proposing firms via written E-mail request to [smithto@allentownsd.org](mailto:smithto@allentownsd.org).
3. Proposals are due by 12:00 PM on February 19, 2021 to:

**Mr. Thomas C. Smith, Director of Facilities Services**

**Allentown School District**

**1301 Sumner Avenue**

**Allentown, PA 18102**

Provide (2) bound copies in a sealed envelope and one electronic copy as a PDF.

**Form of Agreement:** Selected firm must agree to the District’s Form of Agreement as prepared by its solicitor.

**Notice to Proceed and Schedule:** The tentative schedule for the selection process is:

• Issue RFP – January 25, 2021

• Questions due February 09, 2021

• Receive responses to RFP – February 19, 2021 at 12 PM prevailing time

• School Board approval of Firm – March 25, 2021

The above dates are subject to change at the District’s discretion. The District is not responsible for any costs incurred by the Firm in responding to this RFP. It is understood that the District reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the District. Omission of any information may be sufficient cause for rejection of the proposal. The District shall not be legally bound until such time as an Agreement in writing is executed by both the Firm and the District.