

## NOTICE TO REAL ESTATE APPRAISERS INTERESTED IN PROVIDING STATEWIDE APPRAISAL SERVICES TO THE STATE OF HAWAII

The State of Hawaii, Department of the Attorney General, anticipates the need for professional appraisal services and associated brokerage services to be performed statewide for the fiscal year 2018-2019 (July 1, 2018 through June 30, 2019). All persons, including any companies or organizations, duly licensed as both real estate appraisers and real estate brokers interested in providing appraisal and brokerage services to the State are invited to submit a Statement of Qualifications and Expression of Interest to the Department of the Attorney General, pursuant to Hawaii Revised Statutes §103D-304. Only persons currently licensed as both an appraiser and a broker and able to operate on a statewide basis will be considered.

### SUBMISSION REQUIREMENTS

Qualified persons interested in being considered for selection for appraisal and brokerage services are invited to submit a Statement of Qualifications and Expression of Interest (“Statement”) within the time period specified below. A new Statement must be signed and submitted pursuant to this Notice, even if you have submitted one in the past. **Interested persons from the same firm or company must submit separate Statements.** This application process is intended to pre-qualify applicants for consideration in the selection of appraisers/brokers for specific jobs during the coming fiscal year.

Statement forms are available at <http://ag.hawaii.gov/employment> or may be requested by telephone at (808) 586-1500.

The Statement requires applicants to provide relevant information including, but not limited to, the following:

1. Experience and professional qualifications relevant to real property appraisals and brokerage services.
2. Past performance delivering appraisal and brokerage services, including corrective actions and other responses to notices of deficiencies regarding specific projects.
3. Appraisal certification or licensure in the State of Hawaii.
4. Broker certification or licensure in the State of Hawaii.
5. Number of years conducting both appraisals and brokerages in the State of Hawaii.

Please note that the Statement must be completely filled out and submitted in order for an applicant to be considered for the fiscal year 2018-2019 qualified real property appraiser and broker list. Additionally, applicants must:

1. Provide proof of business registration in the State of Hawaii;
2. Be registered and in compliance with Hawaii Compliance Express (<https://vendors.ehawaii.gov/hce/splash/welcome.html>) and provide a Certificate of Vendor Compliance; and,
3. Not have had a contract cancelled for non-performance by the State of Hawaii within the period of July 1, 2016 through May 31, 2018. (Non-performance or cancelled contract reflects upon selection criteria #2 referenced below regarding past performance on

appraisals and/or brokerages of a similar nature for public and private industry, including corrective actions and other responses to notices of deficiencies).

## **SUBMISSION DEADLINE**

**Your completed statements must be postmarked or received by the Department of the Attorney General – Civil Recoveries Division, 425 Queen Street, Honolulu, Hawaii 96813, by Friday, July 6, 2018, to be eligible for consideration.**

## **GENERAL INFORMATION**

Under the requirements of §103D-304, Hawaii Revised Statutes (HRS), professional services are subject to competitive selection.

- Qualified List: Qualified responders to this solicitation will be placed on a list to provide such professional appraisal and brokerage services and, as needs arise, will be considered for selection in accordance with §103D-304, HRS.
- Confirmation of Receipt: Confirmation of the professional service that the applicant has been qualified for shall be emailed to applicant by August 6, 2018.

## **SELECTION PROCESS FOR AWARDS TO QUALIFYING APPRAISERS/BROKERS**

As projects arise, selection criteria specific to the project shall be established and employed to select an appraiser/broker for the project. A selection committee will review the submissions and evaluate them against the established criteria. Criteria employed in descending order of importance are:

1. Experience and professional qualifications relevant to the appraisal/brokerage type, including state certified appraiser/broker, historical work with similar appraisal/brokerage assignments, and knowledge of appropriate appraisal methodologies and brokerage practices;
2. Past performance on similar appraisal and/or brokerage assignments completed for public and private industry, including public and private industry recommendations, corrective actions, and any notices of default issued;
3. Capacity to accomplish the work in the required time; and
4. Other relevant criteria determined in writing by the selection committee to be relevant to the State of Hawaii's needs or necessary and appropriate to ensure full, open, and fair competition for professional appraisal and brokerage services.