

**REQUEST FOR QUALIFICATIONS**  
**TO PROVIDE**  
**REAL ESTATE APPRAISAL SERVICES**  
  
**Spartanburg School District 3**



**Response Deadline**

No later than 4:30 p.m. on January 5, 2021

**Submit Responses to**

James G. Mack  
Assistant Superintendent for Finance & Operations  
Spartanburg School District 3

**Physical Address**

3535 Clifton-Glendale Road  
Spartanburg, SC 29307

**Mailing Address**

PO Box 267  
Glendale, SC 29346

**E-Mail Address**

[gmack@spartanburg3.org](mailto:gmack@spartanburg3.org)

**EMAIL RESPONSES WILL BE ACCEPTED AND ARE PREFERRED**

## **Section I: Introductory Information**

**Purpose of RFQ:** Spartanburg School District 3 is seeking the services of a qualified commercial real estate appraiser to identify the market value of two existing school sites and surrounding property owned by the District. This will be the first step in the marketing of these properties, and is the initial purpose of this RFQ. The District wishes to retain the services of the successful appraisal firm on an indefinite delivery basis through the term of the engagement enumerated below.

**Term of Engagement:** The District wishes to retain the services of the appraiser through the marketing period for the property and beyond, for a period of two years, with the option of extending for one year.

**Response Due Date:** Not later than January 5, 2021 at 4:30pm

**Submission of Responses:** The District prefers submission via electronic mail to [gmack@spartanburg3.org](mailto:gmack@spartanburg3.org), but will accept written responses at the mailing or physical address by the due date.

**Anticipated Timetable:** Evaluation process will be from the due date through January 15, 2021. A recommendation for award will then be communicated to the Spartanburg School District 3 Board of Trustees, in anticipation of award at their January 21, 2021 meeting.

## Section II: Procedures & Instructions

**Questions:** Questions regarding this RFQ should be directed in writing via email to James G. (Greg) Mack at [gmack@spartanburg3.org](mailto:gmack@spartanburg3.org), or via telephone at 864.279.6011.

**Ethics Certification:** By submitting a proposal, the offeror certifies that they have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The District may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision.

**Modifications to Responses:** Respondents may not modify or correct their Responses any time after the Response Due Date, except in direct response to a request from the District for clarification.

**Revisions and Addenda:** If it becomes necessary to revise or clarify any part of this RFQ, the District will provide an addendum to be posted at the District's web site at [www.spartanburg3.org](http://www.spartanburg3.org) and on the South Carolina Business Opportunities web site at [www.scbo.sc.gov](http://www.scbo.sc.gov).

**Expense of Preparation of Responses:** The District is not responsible for any expense incurred in preparing and submitting a response or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a response.

**Reservation of Rights:** The District reserves the right to conduct investigations of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the response, request additional information from any respondent, reject any or all responses, and waive any irregularities in any response.

**Review and Selection Process:** All responses will be reviewed by District staff, which will then make recommendations to the Board of Trustees based on the criteria described herein. All respondents will be notified of the results of the review process.

**Public Records:** Respondents to this RFQ should be aware that the responses are public records under state law after the evaluation and selection process has been completed.

### **Section III: Scope of Services**

The District is seeking to enter into a contract for appraisal services for two existing school properties – Cowpens Middle School, and the Middle School of Pacolet. The District plans to market these two properties within the next 18 months to two years. The campuses will be available for occupancy not earlier than August 2021, when they cease to house the district’s middle school grade levels. Appraisals should be completed as soon as possible after the award date, but not later than April 30, 2021. The District also seeks to retain the services of the awarded firm on an indefinite delivery basis for the term of engagement enumerated in Section I.

The specific properties are becoming available as a result of the reconfiguration of existing schools in the District. In summary, we entered into the current building and reconfiguration process with four elementary schools, two middle schools, one high school, and one applied technology center. In the first phase, we consolidated our elementary schools into three, making the fourth campus available for reconfigurations and additions which will eventually create a state of the art middle school campus capable of housing the entirety of grade levels 6 through 8 for the District. The second phase will see the District closing the two current middle schools and consolidating these grade levels into the re-purposed former Clifdale Elementary School, soon to re-open as Clifdale Middle.

Appraisals requested will include land appraisals of the associated properties as well as appraisals of the existing structures. As such, the appraiser may be asked to provide the following information:

1. An opinion as to the market value of the structures “as-is.”
2. An opinion as to the market value of the surrounding land as it may be subdivided.
3. An opinion as to the market value of the property taken as a whole.

The appraisals must be developed and signed by the approved appraiser, and must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) adopted by the Appraisal Standards Board of the Appraisal Foundation in effect at the time of the appraisal.

In addition to USPAP reporting requirements, appraisals must contain the following items:

1. Title page with sufficient identification of appraisal report.
2. Transmittal letter summarizing important assumptions and conclusions, value estimates, date of value, date of report, etc.
3. Table of Contents.
4. Summary of important data and conclusions.
5. Assumptions and limiting conditions.
6. Definition and description of the market area and subject property neighborhood.
7. Photos of subject property and comparable properties if available.
8. Location map of the subject property and comparable properties.
9. Description of buildings and conditions.
10. Opinion of the highest and best use of the property as a whole.
11. Opinion of the highest and best use of the property if subdivided.
12. Cost, market, and income approaches to value.
13. Final reconciliation.
14. Appraiser certification and qualifications.

#### **Section IV: Structure of Responses**

- A. Responses should be in a consistent and easily comparable format as established in this RFQ. Responses not organized as set forth in this RFQ may, at the District's discretion, be considered non-responsive. Responses should not refer to other parts of the Response in lieu of answering a specific question or provide references to filing or forms publicly available, including on the respondent's web site, in lieu of providing specific information in the response.
- B. Each response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the respondent shall certify (1) that no elected or appointed official or employee of the District is financially interested, directly or indirectly, in the performance of the services specified in the RFQ; (2) that the information included in the response is true and correct to the best of its knowledge; and (3) that the person signing the transmittal letter is authorized to execute the response on behalf of the respondent.
- C. Responses should be organized in the same manner and order as the individual information request contained in Section VI: Response Details.
- D. Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

## **Section V: Evaluation Criteria**

The criteria used in evaluating the responses will include, but are not limited to, the following (in no particular order of importance):

1. The location, extent and capabilities of the firm represented by the respondent in terms of offices and employees in Upstate SC.
2. Relevant experience providing similar services to school districts, state agencies, and other governmental clients.
3. The respondent's ability and willingness to provide the services desired by the District and demonstrated understanding of the requirements of the District in order to present a work product of excellent quality in the desired timeframe.
4. The District's or other local or regional school districts' prior experiences, if any, with the respondent and any other factors the District believes would be in its best interest to consider.
5. The rationale for selection provided by the respondent.
6. The proposed payment schedule & terms.
7. The inclusion of minority and women participation by the respondent's firm including the employees and/or any participation with a minority or woman-owned firm.

## Section VI: Response Details

Firms responding to this RFQ should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

- A. **Contact information and location**: Provide the name, telephone number, mailing address, and email address of the respondent and identify a primary contact person regarding the response.
- B. **Firm Overview**: Provide an overview of the respondent's firm, including the full legal name of the institution and state of organization. If self-employed, so state. If the firm is a minority or woman-owned business, so state.
- C. **Name of Appraiser**: List the name of each individual appraiser employed by the firm that is submitted for consideration as part of the response.
- D. **Experience**: Describe the firm's overall level of experience with commercial property appraisals, and, if any, appraisal of government owned real property. Include a sample appraisal or appraisals as appropriate.
- E. **Scope of Services**: Describe the respondent's approach to carrying out the tasks outlined in Section III.
- F. **Proposed Fee & Timeline**: Please provide estimated fees for each of the two requested appraisals, as well as a proposed fee schedule and basis for fees for appraisal projects in the future. Please also provide estimated start and finish dates for the appraisal on each property.
- G. **Rationale for Selection**: Present the case for the selection of your response as most qualified. Include any relevant information not already provided.

## Conclusion

Thank you for your response to our Request for Qualifications. We look forward to the opportunity to do business with you.



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**James G. Mack, Assistant Supt.  
Finance & Operations**

12.17.20

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**Date**