

**NORTHERN MARIANAS HOUSING CORPORATION**  
**Community Development Block Grant – Disaster Recovery (CDBG-DR) Division**

P.O. BOX 500514, Saipan, MP 96950-0514

Email: [cnmi-cdbg-dr@nmhcgov.net](mailto:cnmi-cdbg-dr@nmhcgov.net)

Website: <http://www.cnmi-cdbgdr.com>

Tel's: (670) 233-9447

233-9448

233-9449

233-9450



**Request for Quotations (RFQ)**  
**Appraisal Services Valuation of Properties**  
**10/25/2022**

**Introduction:**

The Northern Marianas Housing Corporation (NMHC) Community Development Block Grant-Disaster Recovery (CDBG-DR) is hereby soliciting for price quotations from qualified firms or individuals to provide Appraisal Services for residential real estate. The qualified Appraiser should have experience with appraisals of real property, improved and unimproved vacant land, and property valuation for various types of structures and lots. The selected Appraiser will be required to provide professional services in performing a complete independent appraisal in accordance with the Uniform Standards of Professional Appraisal Practice (USPP).

Appraisal services are intended to determine the estimated market value of certain residential buildings and land, located in Saipan, Tinian, and Rota.

The Appraiser must have recent experience in providing estimates of current fair market value of appraisals of real property and vacant land. The Appraiser will provide all necessary services to assure accuracy, completeness, and adequacy of documentation of appraisal reports. The selected Appraiser will coordinate all site inspections, as necessary.

The Appraisal Report must be straight forward, concise and provide layman explanations of technical terms. The opinion of value must be based on a well-supported conclusion of the highest and best use and reflect the present, as-is physical and functional characteristics of the subject properties. The development of the opinion of value must conform to the requirements of the Uniform Standards of Professional Appraisal Practice (USPP). All comparable sales utilized in the Appraisal Report must be confirmed by a reliable source.

All Price quotations for the Appraisal services shall be submitted on or before **November 14, 2022**, no later than the end of work day. Failure to submit your package on the stated deadline will result in the disqualification of your price quotation submission.

**Scope of Services:**

The overall intended use of the Appraisal Report is to aid the NMHC CDBG-DR Housing Program Manager in determining fair market values as is and with improvements of each parcel for property disposal. Appraisals shall include a visual inspection and evaluate and verify the appraisal to current market values utilizing comparable property sales. The Appraisal Report will be integral to the NMHC's plan to dispose of public land to the private sector.

**“NMHC is an equal employment and fair housing public agency”**



**Tinian Field Office**

Tel: (670)433-9213

Fax: (670)433-3690

**CDBG-DR Office**

Tel: (670)233-9447/9448/9449

Fax: (670) 233-9451

**Rota Field Office**

Tel: (670)532-9410

Fax: (670)532-9441

The qualified Appraiser should have experience with appraisals of real property, improved and unimproved vacant land, and property valuation for various types of structures and lots identified by the NMHC Staff and/or, CDBG-DR's Housing Specialist.

The NMHC CDBG-DR Housing Program serves clients that are low-moderate income families and individuals. Therefore, properties owned by the clients are scattered in different areas in Saipan, Tinian and Rota.

#### A. Appraisal Service:

1. Conduct a physical inspection of the subject properties.
2. Derive an opinion of value for the properties and underlying land. Ensure that the opinion of value is based on a well-supported conclusion of highest and best use and reflect the present "as-is" physical and functional characteristics of the subject property along with improvements.
3. Ensure that the development of the opinion of value conform to the requirements of the Uniform Standards of Professional Appraisal Practice.
4. Research the neighborhood and island factors that might impact the subject property and its value, appeal and marketability.
5. Ensure that all comparable sales utilized in the appraisal report be confirmed by a reliable source.
6. Provide photographs of the subject properties and comparable sales in each report. Provide a location map depicting the location of the subject properties in relation to the comparable sales in each report.
7. Provide the assumptions and contingent and limiting conditions under which the report is produced.
8. Identify the client, intended user, intended use of the appraisal report.
9. Identify the subject properties being appraised.
10. Prepare written Appraiser Report Narrative including but not limited to: property identification, date properties were inspected, site analysis, location analysis, the appraisal process, assumptions, conditions, limiting conditions, land evaluation, cost approach, and sales comparison approach
11. Provide a statement that appraisal reports conform to the Uniform Standards of Professional Appraisal Practice.
12. Provide a signed and dated Appraiser's Certification.

Pricing	
Saipan: price per appraisal report	\$
Saipan: price per appraisal (rehab/recon)	\$
Tinian: price per appraisal report	\$
Tinian: price per appraisal (rehab/recon)	\$
Rota: price per appraisal report	\$
Rota: price per appraisal (rehab/recon)	\$

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(Note: NMHC anticipates to conduct approximately 25 or more appraisal report)

### **Quotation Submittal:**

Firms or individuals who are interested in providing services requested under this RFQ must submit their quotation containing the mandatory information specified throughout the RFQ.

### **The quotation must be delivered and addressed to:**

Northern Marianas Housing Corporation  
ATTN: Jacob Muna, Office Manager/Procurement Officer  
P.O. Box 500514  
Saipan MP 96950 or email to  
Mr. Jacob Muna, Office Manager/Procurement Officer  
at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net)

### **Quotation Submittal must contain the followings:**

1. Company Background and Experience: The Offeror should give a brief description of their company including a brief history, corporate or organizational structure, and the number of years in business.
2. CNMI Business License
3. Copy of Certification/Licenses etc.
4. Bidder Qualification Form (attached herein)
5. Certification of Bidder regarding FSLA & Davis Bacon Act (attached herein)
6. Small Minority, Women Owned Business Concerns Representative (attached herein)
7. Non-collusion Affidavit (attached herein)
8. Equal Employment Opportunity (attached herein)
9. Conflict of Interest Form (attached)
10. Debarment Certification Form (attached herein)
11. DUNS Number
12. SAM – Unique Entity ID

### **The unique entity identifier used in SAM.gov has changed.**

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by going to SAM.gov.
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration

### **Time Performance:**

The appraisal firm shall provide an appraisal to NMHC within ten (10) working days after receiving the work order.

### **Breach of Ethical Standard:**

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**Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore. *NMIAC Section 100-60-725(a)*

**Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. *NMIAC 100-60-725(b)*

**Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. *NMIAC 100-60-730*

### **Inquiries:**

Inquiries regarding this quote shall be submitted to Mr. Jacob Muna Office Manager/Procurement Officer via email at [officemanager@nhmcgov.net](mailto:officemanager@nhmcgov.net) or facsimile at (670) 234-9021 or Mr. Nobert I. Pangelinan at [drprocurementofficer@nhmcgov.net](mailto:drprocurementofficer@nhmcgov.net) on or before **November 10, 2022, 10 a.m.**



Jesse S. Palacios  
Corporate Director  
Northern Marianas Housing Corporation (NMHC)

