

# Quote Request

## Manchester Multifamily Appraisals

**Quotes due April 2, 2019 @ 11:00 AM**

**Fax to Brandon Havranek at (412) 456-5007 or email to  
Brandon.Havranek@HACP.org**

### Scope of Work

The selected firm will be responsible for the Professional Appraisal Services for eight (8) multifamily properties located in the Manchester neighborhood of the City of Pittsburgh's 21st Ward.

The scope of services is specifically described below:

The selected firm will be responsible for completing a site inspection and providing Allies & Ross Management and Development Corporation ("ARMDC") with a Standard Residential Appraisal Report which conforms to the requirements set forth by the Pennsylvania Housing Finance Agency ("PHFA") in the instructions to Tab 7 of the Multifamily Application (see **Attachment A**). The report should set forth the market value assuming ground leasehold ownership for the properties listed in **Attachment B**. The Manchester development includes thirty-eight (38) rental units across eight (8) multifamily buildings. Units range in size from one to four bedrooms and include two (2) fully accessible units in 1100 Sheffield Street in accordance with Uniform Federal Accessibility Standards ("UFAS") guidelines.

Five (5) of the eight (8) multifamily properties are located on the 1100 block of Sheffield Street, two buildings are located on Liverpool Street, and one is located at the corner of Sedgwick Street and N Franklin Avenue. Both restricted values and non-restricted values are to be included in the appraisal for the property/location.

- The appraiser will appraise and prepare appraisal reports in accordance with the Uniform Standards of Professional Appraisal Practice and other required standards and in accordance with the aforementioned instructions from PHFA.
- The appraiser reports must be acceptable to United States Department of Housing and Urban Development ("HUD"). The appraisal may be used for FHA-insured financing, so the offeror should indicate its experience with appraisals for Multifamily Accelerated Processing ("MAP") lenders.
- The appraisal serviced will be performed and reports must be provided to ARMDC within 3 weeks from the issuance of a written Notice to Proceed.
- Qualified appraisers must be licensed in the State of Pennsylvania and have experience with appraisals of residential, non-residential, and commercial/industrial real estate properties.

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- The appraiser will be required to provide professional services in performing a complete independent appraisal, in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) for the properties listed on **Attachment B**.

Please contact Brandon Havranek at 412.456.5000 Ext. 8546 or [Brandon.Havranek@HACP.org](mailto:Brandon.Havranek@HACP.org) with any questions about the above scope.

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## **ATTACHMENT A**

## **Tab 7 Appraisals**

For all situations listed below, an “As-is” appraisal is required. Please refer to the “As-Is” Appraisal Requirements for appraisal methodology.

- An “As-Is” Appraisal will be required on all properties in which there is any identity of interest between the seller and purchaser of the property(s) to be included in the development.
- An “As-Is” Appraisal will be required in instances where the transfer of title (third party or related entity) occurs within a one-year period prior to closing. The recognized value of land will be the lower of the purchase price or the as-is appraised value. Under no circumstances will the Agency recognize more than the as-is appraised value.
- An “As-Is” Appraisal will be required if the proposed development is to be located on a subdivided parcel from a larger piece of property. A value for each subdivided parcel of the whole property must be provided.
- An “As-Is” Appraisal will be required for all proposals in which the Applicant is requesting Acquisition Tax Credits. The appraisal must assign a separate value for both the building and the land.
- An “As-Is” Appraisal will be required for all proposals requesting points for land and/or building donation for Commitment of Funds in the Ability to Proceed section of the Selection Criteria.

For all proposals not addressed above, an “As-Is” Appraisal may be required if the acquisition costs included in the total development cost do not appear to be reasonable.

In situations where the acquisition price exceeds the appraised value, the percentage of acquisition costs attributed to land on the development budget should be the same percentage noted in the appraisal.

If there is a long-term lease in which an up-front lease value is assigned and included in the total development cost, the value must be supported by an independent appraisal by a qualified appraiser. The property rights to be appraised are the market value of the leasehold estate.

Appraisals should be dated within 12 months of date of Application.

**“AS-IS” APPRAISAL REQUIREMENTS - NEW CONSTRUCTION**

IN MAKING THE APPRAISAL, PLEASE EMPLOY THE FOLLOWING METHODOLOGY:

1. The appraisal should include a personal inspection of the site, a review of current market data in the area, a consideration of income and expense and other data normally considered by a real estate appraiser.
2. For the subject property, provide an “As-Is” market value and establish the highest and best use.

Market Value should be defined as:

“The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.”<sup>1</sup>

3. If applicable, estimate the contribution to value of all necessary off-site improvements (e.g., water, sewer, etc.) to the “As-Is” market value. The estimated dollar contribution for the off-site improvements should be based on the value they add to the site after their installation and not on cost.
4. Provide an estimate of land value incorporating data compiled in Numbers 1 and 2. Do not consider the unique aspects of PHFA financing or the Low Income Housing Tax Credits in the estimate of value.
5. Attach photos of each comparable and the subject property, as well as a map identifying the comparables.
6. The appraisal report must be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) subject to approval by PHFA.
7. An estimate of real estate taxes based on the full assessment after the project is completed should be provided. The estimate should include any applicable tax abatement program which will be utilized.

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<sup>1</sup> Appraisal Institute, The Dictionary of Real Estate Appraisal.

**“AS-IS” APPRAISAL REQUIREMENTS - REHABILITATION**

IN MAKING THE APPRAISAL, PLEASE EMPLOY THE FOLLOWING METHODOLOGY:

1. The appraisal should include a personal inspection of the land and building, a review of a current market data in the area, a consideration of income and expense and other data normally considered by a real estate appraiser.
2. For the subject property, provide an “As-Is” market value and establish the highest and best use. The appraisal must assign a separate value for both the building and land.

Market Value should be defined as:

“The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.”<sup>1</sup>

3. If applicable, estimate the contribution to value of all necessary off-site improvements (e.g., water, sewer, etc.) to the “As-Is” market value. The estimated dollar contribution for the off-site improvements should be based on the value they add to the site after their installation and not on cost.
4. Provide an estimate of land value incorporating data compiled in Numbers 1, 2 and 3. Do not consider the unique aspects of PHFA financing or the Tax Credits in the estimate of value.
5. Provide a total “As-Is” property value incorporating data compiled in Numbers 1, 2, 3 and 4. Do not consider the unique aspects of PHFA financing or the Low Income Housing Tax Credits in the estimate of value.
6. Attach photos of each comparable and the subject property, as well as a map identifying the comparables.
7. The appraisal report must be a complete self-contained report and be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) subject to approval by PHFA.
8. An estimate of real estate taxes based on the full assessment after the project is completed should be provided. The estimate should include any applicable tax abatement program that will be utilized.

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<sup>1</sup> Appraisal Institute, The Dictionary of Real Estate Appraisal.

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## Manchester Multifamily Appraisals

### ATTACHMENT B

#### Manchester 86 Hope VI Units Rehabilitation - Multifamily Property List

	Address	Housing Type	Year Built	Acreage	Sq. Ft	Bedroom Size
1	1100 Sheffield St	Multifamily (15 units)	1872	0.36	8,280	15 all 1 bed
2	1111 Sheffield St	Multifamily (3 units)	1900	0.083	3,348	2
3	1130 Sheffield St	Multifamily (3 units)	1965	0.076	2,760	3,3,2
4	1132 Sheffield St	Multifamily (3 units)	1965	0.076	2,760	3,3,2
5	1134 Sheffield St	Multifamily (2 units)	1965	0.076	2,760	4,4
6	1315 Liverpool St	Multifamily (8 units)	1900	0.202	8,700	8 all 1 bed
7	1529 Sedgwick St	Multifamily (2 units)	1874	0.057	1,392	2,1
8	1208 Liverpool St	Multifamily (2 units)	1915	0.046	1,560	3,2

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Property	Cost for Appraisal
1100 Sheffield St	\$
1111 Sheffield St	\$
1130 Sheffield St	\$
1132 Sheffield St	\$
1134 Sheffield St	\$
1315 Liverpool St	\$
1529 Sedgwick St	\$
1208 Liverpool St	\$
<b>TOTAL</b>	\$

Total Cost: \$ \_\_\_\_\_  
(in words)

**Contract award will be based on lowest responsive and responsible bid amount**

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_