

BEXAR APPRAISAL DISTRICT
Mike Amezquita, Chief Appraiser
411 N. Frio
San Antonio, Texas 78207
P. O. Box 830248
San Antonio, Texas 78283-0248
Telephone: 210-242-2402
Facsimile: 210-242-2451

Date: August 31, 2021

RFP No. TEL/MIN2021

REQUEST FOR PROPOSAL

The Bexar Appraisal District ("District") is requesting proposals for providing contract services to determine ownership and valuation of telecommunication, electrical providers, gas distributors, pipelines, industrial, railroad, fracking / well services, and mineral interests (oil & gas) for those properties located in Bexar County. Proposals are to be submitted on the accompanying Proposal Form in accordance with this Proposal and the accompanying Instructions to Proposers.

PROPOSAL DOCUMENTS. Proposal Documents may be obtained on Publicpurchase.com or the District's website www.bcad.org. You can also request documents from Crystal Khantharoth Finance Director Bexar Appraisal District ckhantharoth@bcad.org.

SUBMISSION AND OPENING OF PROPOSALS: All proposals must be delivered (1) in person, (2) by first class United States mail, certified return receipt requested, (3) or receipted overnight delivery service. Proposals received by any other means of delivery are invalid will not receive consideration. All documents required to be submitted as set forth in the Proposal Form and in the Instructions to Proposers shall be enclosed in a sealed, opaque envelope, marked "Sealed Proposal Enclosed", addressed as specified below and identified as a proposal for Telecommunication/Mineral Services, RFP No. TEL/MIN2021. All proposals must be delivered to the District at the following address:

Bexar Appraisal District
411 N. Frio
San Antonio, Texas 78207
Attn: Crystal Khantharoth

Proposals will be received by the District until **11:00 a.m.**, Central Standard Time, on Thursday, **October 12, 2021**. At such time, all proposals timely received shall be publicly opened and read aloud. Each Proposer shall assume full responsibility for timely delivery of its proposal to the location designated for receipt of proposals. Proposals received after the date and time for receipt of proposals will not receive consideration and will be returned unopened.

ACCEPTANCE AND/OR REJECTION OF PROPOSALS. The Board of Directors of the Bexar Appraisal District may reject any and/or all proposals, and waive any formalities in proposing. The Board of Directors intends to award the proposal to the responsible proposer whose proposal is determined to be the most advantageous to the District considering the evaluation criteria specified. In determining to whom to award the proposal, the Board of Directors may consider all relevant factors and circumstances which the law allows to be considered.

SCHEDULE OF PROPOSAL DOCUMENTS.

The Proposal Documents for this Proposal are as follows:

- a. Request for Proposal
- b. Instructions to Proposers
- c. Proposal Form (with attached Schedules)
- d. General Conditions and Specifications

PROPOSAL Timeline

Date	Function
August 31, 2021	Issue Invitation to Proposal
September 5, 2021	Newspaper Publication of proposal (1 st)
September 12, 2021	Newspaper Publication of Proposal (2 nd)
October 1, 2021	Deadline for Vendors to submit all questions by 5:00 p.m.
October 8, 2021	Response to questions completed and emailed/mailed to Vendors
October 12, 2021	Deadline for acceptance of proposals; proposals must be received by 11 a.m. Public bid opening at 11:00 a.m.
October 12, 2021 through October 19, 2021	Contract Negotiations
December 6, 2021	Contract executed by Chief Appraiser (anticipated date)
January 1, 2022	Commencement of Services under new contract

INSTRUCTIONS TO PROPOSERS

1. **PROPOSAL DOCUMENTS:** The Proposal Documents shall include the Request for Proposal, Instructions to Proposers, the Proposal Form (including all Schedules thereto), the General Conditions and Specifications, and any other forms referred to herein.

2. **INTERPRETATIONS AND CHANGES:** Each Proposer shall carefully study and compare the Proposal Documents with one another; and promptly report to the District any suspected errors, inconsistencies or ambiguities. Proposers may only request clarification or interpretation of Proposal Documents in writing, which request must be received by the District at least ten (10) days prior to the last date for submission of proposals.

Interpretations, corrections, and/or changes of or to the Proposal Documents will be made by written Addendum issued by the District. Any interpretations, corrections or changes of or to the Proposal Documents made in any other manner will not be binding upon the District, and Proposers may not rely thereon. Addenda must be delivered by first-class United States mail, certified return receipt requested, to all persons known by the District to have received a complete set of Proposal Documents, and will be mailed to each Proposer at the address furnished by such Proposer to the District for such purposes. In addition, copies of Addenda will be made available for inspection at the District's office. No Addenda will be issued later than three (3) days prior to the last date for submission of proposals, except an Addendum withdrawing the request for proposals or which includes postponement of the date for receipt of proposals. Each Proposer shall acknowledge the receipt of all Addenda issued in its proposal. Failure of a Proposer to receive any such Addenda shall not relieve the Proposer from any obligation under its proposal as submitted. All Addenda so issued shall become a part of the Proposal Documents.

3. **FORM OF PROPOSAL:** Proposals shall be submitted on the prescribed form included in the Proposal Documents. Each copy of the Proposal Form shall include the legal name of the Proposer and shall indicate whether the Proposer is a sole proprietor, partnership, corporation or other legal entity. Each copy of the Proposal Form shall be signed by the person or persons legally authorized to obligate the Proposer. A proposal by a corporation or other entity shall include the state of incorporation or organization of the Proposer, evidence of registration to do business in Texas and reasonable evidence of the authority of the person signing the proposal to obligate the corporation or other entity. Each Proposer shall complete, execute and deliver (as applicable) with its proposal, as part of the Proposal Form included with the Proposal Documents, the following:

(a) **FINANCIAL INTERESTS:** Proposers will certify to the District any known financial interest of any member of the Board of Directors or District Staff, identified on and attached to the Bid Form as Schedule 1.

(b) **REFERENCES:** At least three (3) references from other organizations to whom the Proposer has provided complex appraisal services within the last three (3) years, similar to the type specified herein. The references shall include the company name, address, contact person, telephone, facsimile number and e-mail address (Schedule 2).

(c) **SUBMISSION:** By submitting a proposal, the Proposer warrants and represents to the District that (i) the Proposer has prior experience on Proposals of the same or similar type, nature and class as this proposal; (ii) the Proposer has read and understands the Proposal Documents; (iii) the proposal is made in accordance with the Proposal Documents; and (iv) the Proposer has satisfied itself as to the nature and scope of the work and other items which may in any way affect the performance of the Services.

4. **MODIFICATION AND WITHDRAWAL OF PROPOSALS:** Prior to the last date specified for submission of proposals, a proposal may be modified or withdrawn by notice to the District at the place designated for receipt of proposals. Such notice shall be in writing and executed by the Proposer, or by facsimile, telegram, or other similar electronic means. If by

facsimile, telegram or other similar electronic means, written confirmation executed by the Proposer shall be mailed and postmarked or personally delivered on or before the stated time set for receipt of proposals. Any proposal withdrawn may be resubmitted within the time designated for the submission of proposals. Except as expressly provided herein, no proposal may be modified, withdrawn, or cancelled by a Proposer for a period of sixty (60) days after the last date specified for receipt of proposals.

5. **ACCEPTANCE AND/OR REJECTION OF PROPOSALS:** The District may request from a Proposer a written interpretation of any term or statement in a proposal that is or appears unclear or subject to more than one interpretation, and may act upon such written interpretation. The District shall have the right to reject all proposals; to reject a proposal not accompanied by the required proposal documents; to reject a proposal which is in any way incomplete, irregular, or nonconforming; or to reject a proposal which may otherwise be legally rejected for any reason.

Unless the District rejects all proposals, the District intends to award the proposal to the responsible proposer whose proposal is determined to be the most advantageous to the District considering the evaluation criteria specified. The District may consider all relevant factors and circumstances which the law allows to be considered in determining to whom to award the proposal. **It is the District's prerogative to award the proposal to more than one proposer or in whole to a single proposer.**

The following criteria and point system will be used by the District in evaluating proposals:

- A. Experience with governmental complex appraisals - 50 points
- B. Relevant experience of personnel assigned to this engagement - 25 points
- C. Client reference - overall quality of services performed - 15 points
- D. Client reference - timeliness of assignment completion - 10 points

Each Proposer shall furnish to the District all such information and data reasonably requested by the District to help it in determining the Proposer's qualifications. A recommendation for consideration by the Board of Directors will be made by the District staff as soon as practical.

The District appreciates the time and effort required to submit a proposal. However, the District shall not be liable for any costs incurred by any Proposer in preparing a proposal. Each Proposer hereby waives to the fullest extent permitted by law all claims against the District for any expenses incurred in connection with the preparation and submission of any proposal.

6. **AWARD OF CONTRACT:** Time is of the essence, and the award of the Contract to the successful Proposer is expressly conditioned upon (i) the Proposer's delivery of the executed contract within ten (10) calendar days after the successful Proposer is notified of the acceptance of its proposal by the Board of Directors, and (ii) the Proposer's timely fulfillment of any and all other conditions expressly set forth in the Proposal Documents. Should the Proposer fail to timely deliver the signed contract, or fail to timely fulfill any other conditions to the Proposal Documents and the commencement of the work, the Board of Directors may, at its option and discretion, without releasing, impairing or affecting its right to receive the proposal security, if any, rescind the award and thereafter award the Proposal to another Proposer or Proposers, or may reject all proposals. There will be no contractual obligation on the part of the District to any Proposer, nor will any Proposer have any property interest or other right in the work being proposed, unless and until the contract is unconditionally executed and delivered by the District back to the Proposer, and all conditions to be fulfilled by the Proposer have either been so fulfilled by the Proposer or waived in writing by the District.

PROPOSAL FORM

PROPOSAL OF:

Name of Proposer _____

TO: Bexar Appraisal District
411 North Frio
San Antonio, Texas 78207

FOR: Appraisal Services
Proposal No. TEL/MIN2021

The Proposer named herein ("Proposer"), in compliance with the Request for Proposers and Instructions to Proposers for Appraisal Services, Proposal No. TEL/MIN2021 ("Project") for the Bexar Appraisal District, San Antonio, Texas ("District"), having carefully examined the Proposal Documents (as such term is defined in the Instructions to Proposers), hereby offers to provide appraisal services ("Services") in connection with the Bexar Appraisal District's telecommunication, electrical providers, gas distributors, pipelines, industrial, railroad, fracking / well services, and mineral (oil & gas) properties in Bexar County in accordance with the Proposal Documents, for the time set forth herein. The Proposer fully understands the intent and purpose of the Proposal Documents and the conditions of proposing as set forth herein and in the Request for Proposal and the Instructions to Proposers. The Proposer hereby covenants and agrees that claims for additional compensation or extensions of time because of Proposer's failure to familiarize itself with the Proposal Documents or any condition of the Project records which might affect the performance of the Services will not be allowed.

1. Representations: By execution and submission of this Proposal, the Proposer hereby represents and warrants to the District as follows:

(a) The Proposer has prior experience on appraisal services of the same or similar type, nature and class as the work for the Project.

(b) The Proposer has read and understands the Proposal Documents and this Proposal is made in accordance with the Proposal Documents.

(c) The Proposer has satisfied itself as to the nature of the work and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the work; the general and local conditions and other items which may in any way affect the performance of the Services; and the Proposer has correlated the Proposer's observations with the requirements of the Proposal Documents. The Proposer understands and accepts the difficulties and costs associated with the Services and the Project site and costs associated therewith and have included such considerations in its work schedule.

(d) Proposers will certify to the District any known financial interest of any member of the Board of Directors or District Staff, identified on and attached to the Bid Form as Schedule 1.

2. SCHEDULES: The following Schedules are attached to this Proposal Form and incorporated herein:

- Schedule 1: Financial Interest Disclosure
- Schedule 2: References
- Schedule 3: Industrial Accounts
- Schedule 4: Mineral Accounts
- Schedule 5: HB 89 (2017) Verification Form
- Schedule 6: Senate Bill 13 (2021) Verification Form
- Schedule 7: Senate Bill 19 (2021) Verification Form

PROPOSER:

Firm: _____

Signed By: _____

Printed Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone#: _____

Date: _____

Email: _____

SCHEDULE 1

FINANCIAL INTEREST DISCLOSURE

Vendor will acknowledge any financial interest in the following list of Directors and District staff members.

Mr. John Fisher
Director
302 Laramie Dr
San Antonio, TX 78209

Mr. George Torres
Director
8823 Lost Bend
San Antonio, TX 78240

Ms. Cheri Byrom
Director
15660 I.H. 35 South
Atascosa, TX 78002

Trish DeBerry
Director
101 W. Nueva, Suite 1007, 10th Floor
San Antonio, TX 78205

Mr. Albert Uresti
Director
P.O. Box 839950
San Antonio, TX 78283-3950

Mr. Roberto Treviño
Director
2106 Broadway
San Antonio, TX 78215

Mr. Mike Amezquita
Chief Appraiser
411 N. Frio
San Antonio, TX 78207

Mr. Scott Griscom
Assistant Chief Appraiser
411 N. Frio
San Antonio, TX 78207

Mr. Rogelio Sandoval
Assistant Chief Appraiser
411 N. Frio
San Antonio, TX 78207

Ms. Linda Rodriguez
Personal Property Director
411 N. Frio
San Antonio, TX 78207

Ms. Laura Cantu
Human Resources Director
411 N. Frio
San Antonio, TX 78207

Mr. Mario Mancha
Commercial Director
411 N. Frio
San Antonio, TX 78207

Mr. Tom Allison
Residential Director
411 N. Frio
San Antonio, TX 78207

Ms. Crystal Khantharoth
Finance Director
411 N. Frio
San Antonio, TX 78207

Mr. Paul Thepuatrakul
Information Systems Director
411 N. Frio
San Antonio, TX 78207

Ms. Sarah Yanez
CIA Director
411 N. Frio
San Antonio, TX 78207

Mr. Keith Dailey
GIS Director
411 N. Frio
San Antonio, TX 78207

Mr. Charles Wise
Litigation Director
411 N. Frio
San Antonio, TX 78207

Signed Acknowledgement:

Signature: _____

Print Name and Title: _____

SCHEDULE 2

REFERENCES

1. Company Name: _____
Contact Person: _____
Address: _____
Telephone No.: _____
Facsimile No.: _____
E-Mail: _____
Year(s) Performed: _____

2. Company Name: _____
Contact Person: _____
Address: _____
Telephone No.: _____
Facsimile No.: _____
E-Mail: _____
Year(s) Performed: _____

3. Company Name: _____
Contact Person: _____
Address: _____
Telephone No.: _____
Facsimile No.: _____
E-Mail: _____
Year(s) Performed: _____

SCHEDULE 3

2021 Telecommunications Properties

A T & T COMPANY
CENTERPOINT ENERGY ENTEX
CENTURYLINK COMMUNICATIONS
CROWN CASTLE FIBER LLC
CYRUSONE LLC
ENABLE MIDSTREAM PARTNERS
ETC FIELD SERVICES LLC
FIBERLIGHT LLC
FRONTIER COMMUNICATIONS
GOOGLE FIBER INC
GOOGLE FIBER NORTH AMERICA
GOOGLE FIBER TEXAS LLC
GOOGLE LLC
GRANDE COMMUNICATIONS INC
GUADALUPE VALLEY COM SYS INC
GUADALUPE VALLEY ELECTRIC COOP
GUADALUPE VALLEY TELE
GVEC NET INC
HILL COUNTRY TELEPHONE COOPERATIVE
INC
INTELLIFIBER NETWORKS INC
KARNES ELECTRIC CO-OP
LOGIX COMMUNICATIONS LP
MCI COMMUNICATIONS SERVICES LLC
MCI METRO ACCESS TRANS SVC
MCLEOD USA TELECOMM SERVICES
PAETEC COMMUNICATIONS INC
PEDERNALES ELECTRIC COOP
SOUTH TEXAS ELECTRIC COOP IN
SOUTHWESTERN BELL TELEPHONE
SPECTRUM ADVANCED SERVICES, LLC
SPECTRUM GULF COAST LLC
SPECTRUM NLP, LLC
SPECTRUM REACH, LLC
SPRINT/T-MOBILE
TIME WARNER CABLE BUSINESS LLC
U S TELEPACIFIC CORP
UNITE PRIVATE NETWORKS LLC
VTX COMMUNICATIONS LP
WINDSTREAM KDL INC
WINDSTREAM NEW EDGE LLC
ZAYO GROUP LLC

BJ Services LLC
Calfrac Well Services Corp
FMC Technologies Inc.
Halliburton CO
Halliburton Energy Services Inc
Halliburton Energy Services Inc
Halliburton Energy Services Inc
Lubrizol Oilfield Chemistry LLC
Patterson UTI Corp
Weatherford Artificial Lift Systems Inc.
Weatherford Completion Systems
Weatherford Precision Energy Services
Well Services a Division of Schlumberger Technology Corp
Well Services a Division of Schlumberger Technology Corp

SCHEDULE 4

OIL & GAS MINERAL INTEREST ROLL

Maintain ownership and value for approximately

913 active mineral accounts

Year 2021 valuation of \$3.1 million

SCHEDULE 5
HB 89 (2017) VERIFICATION FORM



House Bill 89 (2017) Verification Form

I, _____, the undersigned representative of
(Name)

_____, (hereafter referred to as Company)
(Company)

being an adult over the age of eighteen(18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the Company has with the Bexar Appraisal District.**

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

SCHEDULE 6
SB 13 (2021) VERIFICATION FORM



Senate Bill 13 (2021) Verification Form

I, _____, the undersigned representative of
(Name)

_____, (hereafter referred to as Company)
(Company)

being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809:

- 1. Does not boycott certain energy companies currently; and**
- 2. Will not boycott certain energy companies during the term of the contract the Company has with the Bexar Appraisal District.**

Pursuant to Section 809.001, Texas Government Code:

- 1. "Boycott energy company" means without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: engages in the exploration, production,, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

SCHEDULE 7
SB 19 (2021) VERIFICATION FORM



Senate Bill 19 (2021) Verification Form

I, _____, the undersigned representative of
(Name)

_____, (hereafter referred to as Company)
(Company)

being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274:

1. Does not discriminate against the firearm or ammunition industries; and
2. Will not discriminate against the firearm or ammunition industries during
the term of the contract the Company has with the Bexar Appraisal District.

Pursuant to Section 2274.001, Texas Government Code:

1. *“Discriminate against a firearm entity or firearm trade association” means with respect to the entity or association to: refuse to engage in the trade of any goods or services with the entity or association bases solely on its status as a firearm entity or firearm trade association; refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and does not include: the established policies of a merchant, retail seller or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories.*
2. *“Company” means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exist to make a profit. The term does not include a sole proprietorship.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

GENERAL CONDITIONS AND SPECIFICATIONS

The District is soliciting proposals for complex appraisal services ("Services") for the calendar year 2021 plus annual renewals for a maximum of three years. The selected Proposer is herein referred to as the "Appraiser."

GENERAL CONDITIONS

1. GENERAL

- A. The District is exempt from the limited sales, excise and use tax imposed by Chapter 151 of the Texas Tax Code and the Proposal Amount shall not include any such amounts. A Tax Exemption Certificate will be furnished by the District on request.
- B. Appraiser shall perform the Services in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).
- C. The District's obligations will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. In the event that no funds or insufficient funds are appropriated for payment of obligations, the contract shall be terminated without liability to the District, its officers, agents, or employees.
- D. Each Proposer acknowledges and agrees that the District is a political subdivision of the State of Texas, and is subject to certain public access and disclosure requirements, including, without limitation, the Texas Open Information Act.

2. RELEVANT FACTS

- A. The District uses the PACS software provided by Harris Govern.
- B. Renditions and Appraisal Notices for the industrial accounts are generated and mailed by the district.
- C. Maintenance of these accounts in the PACS database is the responsibility of the District.
- D. Maintenance of the mineral interest roll is the responsibility of the Appraiser with the roll updated by means of an electronic import.
- E. Mineral Appraisal Notices are generated by the Appraiser and shipped to the District for mailing.
- F. Costs for appraisal narrative reports, litigation expenses and miscellaneous expenses associated with accounts in litigation or under appeal before the Property Tax Division of the Texas Comptroller's Office are the responsibility of the Appraiser.
- G. The District will provide the list of industrial and fracking / well services accounts to be processed categorized by subject. (Schedule 3)
- H. The District will provide a description of the mineral interest roll, including the number of leases, number of accounts, and total value. (Schedule 4)

3. DUE DATES

- A. Appraisal work will be provided for fiscal year 2021.

- B. Due dates of appraisal reports are as follows:
1. Appraiser shall communicate with the Chief Appraiser and/or Assistant Chief Appraiser, in writing, no later than March 14, 2022, concerning the progress of the appraisals and specifically whether properties valued more than \$1,000,000 in the previous year will be appraised at lesser amounts for the current year.
 2. The appraised values of the properties listed in Schedule 3 shall be completed and provided in a final summary form by April 4, 2022 subject to rendition extension deadlines.
 3. All mineral interest appraisals shall be developed in final form by April 5, 2022 and shall be documented in accordance with applicable law including all information required for preparing Notices of Appraised Value (Section 25.19, Texas Tax Code) for the properties it appraises.
 4. Appraiser shall provide one preliminary data export containing 2019 mineral values and ownership data by April 5, 2022 and one final data export no later than July 8, 2022.
- C. Due dates in subsequent years are to be the same relative dates as listed for fiscal year 2021.

4. ASSISTANCE AVAILABLE TO THE APPRAISER

- A. Prior appraisals will be available for review by the appraiser by written request.
- B. The District will indicate a chief contact person for purposes of discussion related to the Services.

5. PROPOSAL QUALIFICATIONS & EVALUATION

- A. In order to simplify the review process and to obtain the maximum degree of comparability, proposals must be organized in the manner stated below:
1. The Proposal Form and accompanying Schedules 1 & 2.
 2. Table of Contents
Include a clear identification of the material by section and page number.
 3. Letter of Transmittal
 - a. Briefly state the proposer's understanding of the services to be performed and make a positive commitment to perform the services within the indicated time periods.
 - b. State the name of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.
 - c. State that the person signing the transmittal letter is authorized to legally bind the proposer and that the proposer can and will comply with the requirements and arrangements set forth in the General Conditions of this RFP.
 4. Profile of the Proposer
 - a. State whether the firm is local, regional, national, or international.
 - b. State the physical location of the office from which the services will be performed and the number of professional staff employed at that location.
 - c. Describe the local office's range of activities.

- d. Proposers are required to submit a biographical or historical sketch of their firm that must show past performance indicating the ability to perform the services being proposed.
5. Proposer's Appraisal Procedures
- a. Provide a summary of proposed appraisal activities.
 - b. State the Firm's performance result from similar clients.

6. FEES

- A. Fees shall be negotiated for the entire service or for industrial accounts and mineral interests separately after selection of Appraiser.

7. CONFIDENTIALITY

- A. Appraiser shall maintain the confidentiality of all confidential information, records, and data delivered or made available to, or produced by Appraiser in connection with the performance of its services for the District.
- B. Appraiser shall not copy, reproduce, publish, distribute, or otherwise disclose any such confidential information, except to the District, its authorized employees, and legal counsel, or otherwise expressly approved in writing by the District.