

Instructions for Filing: FORM COH 116

CITY OF HOUSTON

DEPARTMENT OF PUBLIC WORKS & ENGINEERING AND GENERAL SERVICES DEPARTMENT
STANDARD FORM FOR REAL ESTATE APPRAISALS AND RELATED APPRAISAL SERVICES

PURPOSE:

It is the policy of the City of Houston, in acquiring real estate appraisal and related professional services, to encourage firms lawfully engaged in the practice of those professions to submit a statement of qualifications and performance data. Interested firms should complete and submit **COH 116** forms with the Department of Public Works & Engineering and General Services Department real estate divisions for real estate appraisal work which the company is interested in providing services. The submitted **Form COH 116** may be used to select firms for the type of project chosen or for screening firms to invite Submission of additional information.

DEFINITIONS:

“Appraisal and related services” are those professional services associated with the development of opinions of value, providing appraisal review, and for other related appraisal services.

“Parent Company” is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is in turn a subsidiary of Corporation C. The “parent company” of firm A is Corporation C.

“Principals” are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

“Individual Experience”, as used in this document, refers to that experience of individuals in the responding firm. This reflects an individual's experience of significant input and responsibility for critical and/or major aspects of a project, assuring success of the finished work.



INSTRUCTIONS FOR FILING:


(Numbers below correspond to numbers contained in form):

Date of Preparation: Show date on which form is prepared for each discipline. All information on this form shall be current as of this date.

Type of Project: Check all that apply.

1. Provide accurate and complete name of company and address.
2. Provide year the company was established under the name shown in question one.
3. Indicate whether the company is being submitted on behalf of a parent company or a branch.
4. Indicate the status of ownership. Check the appropriate box based on City of Houston Affirmative Action Division's Certification.
5. List names of two principals who may be contacted and who are empowered to speak for the firm on policy and contractual matters. Telephone numbers shall not be those routinely answered by answering services or machines.
6. List all personnel in the company. While some personnel may be qualified at several appraisal levels, each person should be counted only once based on his/her primary function.
7. Count the number of City of Houston real estate appraisal assignments in the last five years.
8. Provide brief resumes of each appraiser.
9. Give details of work experience specifically related to the Appraisal Function for which this form is submitted. List only those projects that were managed during the last five years and list no more than nine projects.
10. Mail or deliver to: General Services Department, Real Estate Division, 900 Bagby, 2nd Floor, Houston, Texas 77002, Attention: Frank J. Antene, Real Estate Manager, or email: frank.antene@cityofhouston.net.



 <p>CITY OF HOUSTON STANDARD FORM REAL ESTATE APPRAISAL AND RELATED SERVICES</p>	<p>Indicate type of appraisal project for which firm is applying (Check all that apply)</p> <p><input type="checkbox"/> Appraisals of abandonment and sales of excess City-owned real estate, street and alley rights of way or other City-owned interests</p> <p><input type="checkbox"/> Appraisals for dispositions, and leases of City-owned real estate</p>
<p>Submittal Date (m/d/yy): _____</p>	
<p>Date of Previous Submittal (m/d/yy): _____ <input type="checkbox"/> New Submittal</p>	

1. Company Name: _____ Mailing Address: _____ Website or Email Address: _____

2. Year Established in Houston (m/d/yy): _____

3. Is the Houston Office the Parent Company? YES NO

Parent Co./Principal Name: _____ Phone: _____

4. MBE WBE City of Houston MBE/WBE Certification Number: _____



5. Names/Titles of Two Principals to Contact:

Principal 1: _____ Telephone: _____ Email: _____
Principal 2: _____ Telephone: _____ Email: _____

6. Full Time Personnel by Discipline:

_____ Total number of Administrative Personnel Names: _____

_____ Total number of General Certified Appraisers Names: _____

_____ Total number of Residential Certified Appraisers Names: _____

_____ Total number of Appraiser Trainees Names: _____

7. City of Houston past appraisal assignments:
Please list last 5 years

2008 _____

2007 _____

2006 _____

2005 _____

2004 _____



8. Brief Resume of each key person/persons proposed to be associated with this type of project:

Project Type:

Project Type:

Name of Associate and Title:

Name of Associate and Title:

Present location (City and State):

Present location (City and State):

Years of experience with this firm: _____
With other firms: _____

Years of experience with this firm: _____
With other firms: _____

Real Estate Appraisal Certification -
General or Residential:

Real Estate Appraisal Certification -
General or Residential:

Active Texas Appraisal License number:

Active Texas Appraisal License number:

Experience relevant to City sales appraisals:

Experience relevant City sales appraisals:



Continued:

Project Type:

Name of Associate and Title:

Present location (City and State):

Years of experience with this firm: _____

With other firms: _____

Real Estate Appraisal Certification -
General or Residential:

Active Texas Appraisal License number:

Experience relevant to City sales appraisals:

Project Type:

Name of Associate and Title:

Present location (City and State):

Years of experience with this firm: _____

With other firms: _____

Real Estate Appraisal Certification -
General or Residential:

Active Texas Appraisal License number:

Experience relevant to City sales appraisals:



9. Work experience by firm or joint venture which best illustrates current qualifications relevant to this type of project
(Maximum of 5 projects) during the last 5 years:

A. Project name and location	B. Client	C. Client's address, contact person, and phone number	D. Completion date (actual or estimated)
Name: Location:		Address: Contact: Phone:	Actual Estimated
Name: Location:		Address: Contact: Phone:	Actual Estimated
Name: Location:		Address: Contact: Phone:	Actual Estimated
Name: Location:		Address: Contact: Phone:	Actual Estimated
Name: Location:		Address: Contact: Phone:	Actual Estimated

:



The foregoing is a statement of fact:

Name:

Title:

Date:

Signature:
