BETTER COMMUNITY NEIGHBORHOODS, INC

816 Union Street
Schenectady, NY 12308
518-372-7616
bcnihousing.org

REQUEST FOR PROPOSALS

For Market Analysis Value After Rehab

For federally funded Owner-Occupied Rehabilitation Programs

Issue Date: November 5, 2026

A. Introduction and Background

Better Community Neighborhoods, Inc. (BCNI) is a nonprofit affordable housing and community development organization. Our mission is to build and support resilient neighborhoods where residents of all backgrounds can flourish. With a primary focus on low- and moderate-income households, BCNI provides a range of services funded by state, federal, and private sources with different requirements.

BCNI seeks proposals from qualified, licensed real estate appraisers to provide market analysis and determine the anticipated after-rehabilitation value of eligible properties.

B. Scope of Work

BCNI anticipates undertaking an estimated twenty (20) owner-occupied rehabilitation projects across Schenectady and Montgomery County. The selected appraiser will provide market analysis for the anticipated value of each property upon completion of the proposed rehabilitation work.

The scope of services will include the following:

1. **Market Analysis Value After Rehab**
   a. Review of Rehabilitation Scope
      The firm selected shall review the proposed rehabilitation scope of work for each property. The review should include an assessment of the improvements that are expected to be completed and their potential effect on the property's market value.

   b. Market Analysis of After-Rehabilitation Value
      The selected firm shall prepare a market analysis estimating the anticipated market value of each property after the rehabilitation work has been completed.

The market analysis should consider, as applicable:

- The property's location, size, condition, and current use;
- The proposed improvements;

- Comparable properties and recent market activity;
- Local market conditions in Schenectady or Montgomery Counties; and
- Any other factors that may reasonably affect the property's anticipated value after rehabilitation.

The selected firm must possess extensive knowledge of and experience with industry-standard practices, applicable regulations, and required reporting procedures. Appropriately certified and/or licensed professionals must perform all work.

The selected firm shall provide all facilities, materials, supplies, equipment, supervision, personnel, and other services necessary to complete the evaluations and related work described in this RFP. All services must comply with applicable federal, state, and local laws, regulations, work-practice standards, and reporting requirements.

C. Submission Requirements/Proposal Format

Proposals must provide a detailed response and supporting documentation for each area listed below. To facilitate an efficient and equitable evaluation process, bidders must organize their proposals in the following format:

1. Cover Page
    a. Company name, address, telephone number, email address, and the name and contact information of the party responsible for the proposal.
2. Company Information and Past Experience
    a. A brief overview of the firm, including its organizational structure and qualifications.
    b. A description of the key personnel who will be assigned to the project. Copies of applicable licenses and certifications.
    c. A summary of the firm's experience and expertise in performing the services requested in this RFP.
3. Pricing
    Provide individual costs for preparing a market analysis of after-rehabilitation value for the following services:
    a. Market Analysis Value After Rehab
        - Single-Family Residential Homes
        - Two-Family Residential Homes
        - Three-Family Residential Homes
        - Four-Family Residential Homes
4. Time Frame for Completion of Work
    Firm must provide the anticipated time frame for completing the required services. The response should identify:
    a. The anticipated start date following execution of the service agreement;

b. The expected time required to complete each market analysis; and
c. Any factors that could affect the proposed schedule.

5. References
   a. Provide contact information for a minimum of three (3) current or recent clients for whom the firm has performed comparable services.
   b. At least one reference must address the bidder's experience working with nonprofit organizations, and, to the extent applicable, comparable home repair and rehab programs.

Proposals should follow the outline above and be clear, concise, and professionally presented. Technical terms should be explained in plain language whenever appropriate.

D. Insurance Requirements:

The selected firm must provide and maintain insurance and furnish BCNI with valid Certificates of Insurance (COI) before commencement of work as follows:

- An active real estate appraiser license or other applicable professional license;
- A Certificate of Insurance (COI);
- Evidence of any other insurance coverage required by applicable law or by the final service agreement; and
- Any additional documentation reasonably requested by BCNI.

All Certificates of Insurance must identify Better Community Neighborhoods, Inc., located at 816 Union Street, Schenectady, NY 12308, and the Housing Trust Fund Corporation as an additional insured and certificate holder.

E. BCNI Reference Material

BCNI shall provide the selected firm with relevant project information and reference materials, which may include, but are not limited to, the following:

- Property information;
- Rehabilitation scopes of work;
- Property photographs;
- Existing inspection reports;
- Construction estimates;
- Location and ownership information; and
- Other documentation necessary to complete the market analysis.

F. Submission of Proposals and Closing Times

- **All completed proposals must be submitted electronically via email to:** dyapp@bcnihousing.org

- **Proposals are due on or before December 7, 2026, by 3:00 p.m.**
- Late proposals will not be accepted.

- BCNI welcomes questions concerning this RFP. Questions may be submitted by email to dyapp@bcnihousing.org. Telephone inquiries may be made during regular business hours (8:30 am to 4: 30 pm M-F) at (518) 372-7616.

G. Proposal Evaluation

BCNI is committed to conducting a fair and equitable review of all proposals received. The objective of the evaluation process is to identify the proposal that best meets BCNI's ongoing needs while providing the greatest overall value.

Proposals will be evaluated based on the factors deemed to be in the best interest of BCNI, which may include, but are not limited to:

- Relevant industry experience.
- Qualifications and availability of proposed staff.
- Scope and quality of services offered.
- Proposed pricing and overall value.
- Experience with comparable home repair and rehab programs.

H. Solicitation Terms

Following the evaluation process:

- BCNI may, at its sole discretion, elect not to enter into any agreement as a result of this solicitation.
- BCNI reserves the right to reject any or all proposals received in response to this RFP.