

**City of O'Fallon Missouri Request for Qualifications
Professional Services, Environmental Services Consultant
Issue Date: December 13, 2011**

Date for Submittal of Questions: January 5, 2012

I. GENERAL

1. What date will answers be provided by? **n/a**
2. Will the contractor have unrestricted access to all relevant personnel, managers, facilities, equipment, contracts, customer lists, data, systems and any other information required to perform an accurate and timely analysis? If any access restrictions or time delays for information requests will exist, please describe what they are. **Access to the property and relevant employees will be granted to the successful vendor during normal business hours so as to not delay the vendors work.**
3. Is the City aware of and have access to information regarding any other market area transfer or hauling facilities, landfills, recycle facilities, either existing or planned? If so, will the contractor have access to such information? **Once a vendor is selected, this information will be provided.**
4. Will ES Dept historical financial and volume data be available in Excel downloads, or only hard copy reports? **Financial data in the form of budgeting data can be provided in excel format.**
5. Please clarify a few ownership matters:
 - a. Does the City of O'Fallon own all of the real estate and equipment being appraised? **Yes**
 - b. Does a third party, FWCD, LLC, continue to operate the transfer station? Are all transfer station employees FWCD or City employees? **The City's contract with FWCD, LLC., is for the operation of the transfer station and those employees work for FWCD. The Contract with FWCD runs until 2017 with an option for an additional 10 years beyond this.**
 - c. Are all other aspects of the ES Dept operated by the City (hauling, recycling)? **Recycling material is run through the transfer station and this along with the hauling to the landfill/recycling center are included in the contract with FWCD. The City's role, in general, is collections, billing and customer service.**

II. STATUS QUO EVALUATION

6. Will contractor have unrestricted access to vendor and customer contracts, and to interview such vendors to assess future price increases? **The City can't commit to anything beyond its own facilities and employees, but would think that its vendors will cooperate with the study being performed as a part of this RFQ.**
7. Are there any regulatory or legislative restrictions or other considerations that could affect the rates charged to customers either currently or in the future? **Yes. The City will share what information we have on this, but ultimately this is beyond our control. It is hoped that the successful vendor will be able to identify these items as part of the study.**
8. Are the financial records for the ES Dept separately maintained from any other business operations of the City? (are they stand alone financials without any intercompany allocations?)
Yes

III. APPRAISAL OF ASSETS

9. Please list any license or certification requirements (i.e. MAI, certified general appraiser, etc) for the professional that performs the appraisal of:
- Real estate
 - Equipment and containers
 - Operating permit and contract

The appraiser should be a state certified general appraiser in the State of Missouri and capable of determining which method of appraisal (examples: cost approach, income approach, sales comparison approach) would be best for this study.

10. Please advise as to which type of overall asset appraisal is being requested, as there are several types depending on the intended use. Some of the most common are:
- Market Value – the estimated amount for which an asset or liability should exchange on the *valuation date* between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.
 - Value-in-use– The net present value (NPV) of a cash flow that an asset generates for a specific owner under a specific use. Value-in-use is the value to one particular user, and may be above or below the market value of a property.
 - Investment Value - is the value to one particular investor, and may or may not be higher than the market value of a property. Differences between the *investment value* of an asset and its *market value* provide the motivation for buyers or sellers to enter the marketplace.
 - Liquidation value - may be analyzed as either a forced liquidation or an orderly liquidation and is a commonly sought standard of value in bankruptcy proceedings. It assumes a seller who is compelled to sell after an exposure period which is less than the market-normal time-frame.

The appraiser should be capable of determining which method of appraisal (examples: cost approach, income approach, sales comparison approach) would be best for this study.

11. Are there any specific requirements as to valuation approach to be used in the real estate appraisal (i.e., sales comparison, cost approach or income method?) and whether it is to be valued at highest and best use or only valued at its current use? See responses above.
12. Does the City require one appraisal report with one combined value for all assets, or one report with separately identified values for each major asset component (real estate, equipment, permit and contract)? One report is preferred with separate sections covering the various items.
13. Is the 20 page limit to be single sided (20 pages of material) or double sided (40 pages of material)? Single sided (20 pages of material)
14. Can the deadline for submittal be extended? Because of the delay in getting responses to the questions out to vendors, the City will be extending the deadline for submittals to **Friday, January 27, 2012 at 10:00 Central Time.**