

**TOWN OF GEORGETOWN**  
**REQUEST FOR PROPOSAL**  
**for**  
**PROFESSIONAL APPRAISAL SERVICES**

**August 4, 2025**

**1.0 INTRODUCTION**

Davis, Bowen and Friedel, Inc. (DBF) on behalf of the Town of Georgetown (“TOWN”) is soliciting Letters of Interest, Statements of Qualification, and Cost Proposal (collectively, “SUBMITTAL”) from firms interested in qualifying to provide professional appraisal services for a wastewater reclamation facility (WWRF).

This document is intended to assist firms in preparing their SUBMITTAL for this project. All SUBMITTALS that fail to conform to requirements set forth herein will not be considered by the TOWN.

An aerial map of the WWRF is included in the solicitation.

**2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS**

Questions and requests for clarification regarding this Request for Proposals (“RFP”) must be directed, in writing via email, to:

Ring W. Lardner, P.E.  
Principal  
Davis, Bowen, & Friedel, Inc.  
Email: [rwf@dbfinc.com](mailto:rwf@dbfinc.com)

Proposers should not contact other DBF or TOWN employees regarding this procurement. Responses to all general questions and requests for clarification will be posted on TOWN’s website. DBF will provide, in writing, any clarifications, changes and/or other information deemed to be necessary as addenda to this RFP. DBF cannot guarantee responses to any questions received later than seven (7) days prior to SUBMITTAL.

### 3.0 OBJECTIVE

The TOWN proposes to retain a highly qualified firm to provide the services described herein. Firms and team members with significant experience in cost appraisals for insurance/financial purposes will be given prime consideration for this project. Those firms that participate in this Request for Proposal (RFP) process will be referred to as “PROPOSER.” “PROPOSER” and its Subconsultants shall be referred to collectively as the “TEAM.” The successful TEAM shall be referred to as the “CONSULTANT”.

### 4.0 SCOPE OF SERVICES

Project Name: Wastewater Reclamation Facility Appraisal  
Existing Location: 24027 Cedar Lane, Georgetown, DE 19947

Other items: Spray field owned by Town of Georgetown  
in support of WWRF

Leases for sprayed lands

The TOWN is looking to have a detailed appraisal of all wastewater treatment and disposal assets including, but not limited to, buildings and equipment throughout the plant, treatment facilities, sludge lagoons, storage lagoons, and spray field (TOWN owned and leased by the TOWN). This appraisal shall be used to determine the total cost of all the TOWN’S physical assets for both financial and future insurance purposes. The appraisal will include a breakdown by asset and equipment throughout the plant. It shall include total replacement cost in the event of a catastrophic incident. TOWN will also require a cost for the replacement of any structure. This appraisal will be used for future financial/insurance purposes.

The following is an outline of the anticipated procurement schedule based on the information available at this time. This schedule is subject to change.

- |                     |                    |
|---------------------|--------------------|
| • RFP Release       | August 4, 2025     |
| • RFP Due           | September 15, 2025 |
| • Award             | October 13, 2025   |
| • Notice to Proceed | October 27, 2025   |

## 5.0 QUALIFICATIONS SUBMITTALS

Electronic submittals must be emailed and received by DBF no later than 5:00 PM (EST) on September 15, 2025. It is the PROPOSER'S responsibility to ensure the submittal has been received in a timely manner. PROPOSER should not copy any other DBF or TOWN employee on this submittal unless directed in writing by DBF.

Submittals should be addressed as follows:

**REQUEST FOR PROPOSALS FOR  
PROFESSIONAL APPRAISAL SERVICES**

Town of Georgetown  
c/o Davis, Bowen & Friedel, Inc.  
Ring W. Lardner, P.E. [rw1@dbfinc.com](mailto:rw1@dbfinc.com)

Late and/or noncompliant SUBMITTALS will not be accepted for any reason. SUBMITTALS that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive SUBMITTALS will not be evaluated. To enable the TOWN to efficiently evaluate the SUBMITTALS, PROPOSERS must strictly follow the required format in preparing their SUBMITTALS.

Prime Contractors cannot be a subconsultant on another TEAM. Subconsultants can be on multiple TEAMS. Joint Ventures are not permitted.

Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Electronic copies shall be submitted as a PDF document or other appropriate electronic document.

Each SUBMITTAL shall be organized in the following order:

- A. **Letter of Commitment** Provide a cover letter and company profile introducing the TEAM. This letter shall commit the TEAM to the terms of this RFP and shall be signed by a person authorized to bind the company (not to exceed two pages).
- B. **Outside Cover and/or First Page:** Shall contain the name of the RFP, the name of the PROPOSER, point-of-contact, contact information (telephone and email) and the submittal date.
- C. **Table of Contents**
- D. **TEAM's Project Experience (Tabbed Section 1):** The PROPOSER shall provide case histories of five (5) similar projects, to highlight, as best representing the TEAM's project experience. For each project, the PROPOSER shall prepare a brief, two-page maximum, summary of each project including the following information:
  - Project Name and Location
  - Date(s) of Project
  - Project Owner

- Contact Name/Address/Telephone Number/Email Address
- Description of the Project, identifying and highlighting the PROPOSER's involvement
- Firm Name and Role
- Key Personnel involved in the Project, including Subconsultants
- Year Completed
- Total Fees

**E. TEAM's Experience (Tabbed Section 2):**

The PROPOSER shall attach an Organizational Chart of the proposed TEAM, not to exceed one (1) page. The Organizational chart should show sufficient detail, including integrating the subconsultants' employees into the TEAM.

The PROPOSER may provide no more than ten (10) resumes of key personnel with each resume not exceeding one (1) page. The resumes should be project-based and not a chronological listing of employment.

Describe additional information on the TEAM's experience that is relevant to this proposal and have not been previously described. This shall not exceed two (2) pages.

**F. Freedom of Information (Tabbed Section 3):** The TOWN is a municipal authority and is therefore subject to requests through the Freedom of Information Act (FOIA). SUBMITTALS may become part of a FOIA request during and after the subsequent contract. **All PROPOSERS shall clearly identify only that portion of the SUBMITTAL, which is considered company proprietary information and, therefore, exempt under the FOIA.** A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If there is no information contained in the SUBMITTAL that may be exempt from the FOIA, PROPOSERS shall make a statement to that fact in the SUBMITTAL.

**G. Conflict of Interest (Tabbed Section 4):** Prior to submitting, PROPOSERS and their TEAM members should review current and past projects which may pose a potential or real conflict of interest. If there is a potential and the PROPOSER would still like to submit, the PROPOSER shall identify the issue and mitigation efforts. Having different employees from the same company work on conflicting projects is not considered an appropriate mitigation factor as the conflict is with the company and not the individuals.

**H. Cost Proposal and Schedule (Tabbed Section 5):** PROPOSERS shall provide a cost proposal to complete the evaluation as noted in the RFP. PROPOSERS shall also provide a schedule with key milestones to complete the evaluation. PROPOSERS shall provide a cost on an annual basis for five years to provide an annual report to maintain a current updated appraisal. The TOWN understands that the annual reports shall only be used as a benchmark.

\*\*\* End of RFP \*\*\*