

## Legislation Details (With Text)

**File #:** BILL NO. 17-35  
**Name:**  
**Type:** Ordinance  
**Status:** Passed  
**File created:** 1/17/2017  
**In control:** City Council - Regular Session  
**On agenda:** 2/9/2017  
**Final action:** 2/9/2017  
**Title:** AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS. (PWC 1/30/17)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Ordinance, 2. Agreement - Shaner Appraisals Inc. DBA Valbridge Property Advisors, 3. Agreement - Keller, Craig & Associates, 4. Agreement - Bliss Associates, LLC, 5. Committee RFQ Overall Score Worksheet

Date	Ver.	Action By	Action	Result
2/9/2017	1	City Council - Regular Session	adopted and numbered	Pass
1/30/2017	1	Public Works Committee	recommended for approval	Pass

AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS. (PWC 1/30/17)

Issue/Request:

AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS.

Key Issues:

- City uses on-call appraisal services to support several departments
- The term of the contract is for one year, with the potential for three one-year renewals, based upon performance. Renewals limit the increase in costs from year to year.
- Work for this contract is funded by specific projects or programs approved by Council in the annual budget.
- Project Managers must identify scope and project specific funding to request services.
- Three firms were selected. The City will execute a separate contract with each firm.

Proposed City Council Motion:

FIRST MOTION: I move for a second reading of AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS.

SECOND MOTION: I move for adoption of AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS.

Background:

Several departments within the City require appraisal services for variety of projects. The typical users are Public Works, Parks and Recreation, Administration, Planning and Development Services. The services needed include appraisals for commercial, industrial, residential and other properties following the Uniform Standards of Professional Appraisal Practice. Real estate appraisals will generally be used for acquiring right of way, easements, and fee simple purchases related to roadway, aviation, and utility improvements. Other uses have typically included appraisals for property the City intends to purchase or sell. When the project is a federally funded project it requires a review appraisal of the first appraisal by a separate appraisal firm. On occasion due to work load or unusual circumstances they might be asked to acquire the easements or property as part of this contract or serve as expert witnesses during eminent domain proceedings.

Staff selected three appraisal companies based on their qualifications and varied expertise among the firms. The added breadth of experience offers flexibility within the contract that would not be available if only one firm was selected. Contracting with three firms also improves responsiveness on projects by spreading the work load among firms at times when multiple large projects have required appraisal services. The firms selected will provide a wide range of services that include appraising property, reviewing appraisals, expert witness in court and acquisition of property.

Specific funding for the appraisal services is not allocated in an on-call account. The funding is sourced from specific projects or programs approved in either the Capital Improvement Plan (CIP) or annual operating budget. The budgets for each program or project include money for appraisal services, which is approved by Council as part of the annual budget process.

Impact/Analysis:

- If not approved, Staff will be unable to perform activities that need appraisal services
- The use of three firms will greatly expand the responsiveness of services
- There is no additional fiscal impact to the general fund. Funding will be provided by specific projects or programs authorized by the annually approved City Budget

Timeline:

Start: February 2017

Finish: 1 to 4 years, depending on renewal options

Other Information/Unique Characteristics:

The Public Works Department issued RFQ 2017-306 on November 17, 2016. The RFQ was advertised in the City website and [www.PublicPurchase.com](http://www.PublicPurchase.com) <<http://www.PublicPurchase.com>>. Five firms made responsive submittals that were evaluated by a six (6) member City Staff evaluation team from Public Works, Development Services and Law Department through both submittal review and interviews. The evaluation team selected the top 3 ranking firms to negotiate contracts for professional services.

Presenter: Curt Powelson, Right of Way Agent

Recommendation: Staff recommends approval of AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS.

Committee Recommendation: The Public Works Committee voted unanimously 3-0 to recommend to City Council approval of AN ORDINANCE APPROVING AWARD OF RFQ 2017-306 TO SHANER APPRAISALS, INC. DBA VALBRIDGE PROPERTY ADVISORS, KELLER, CRAIG & ASSOCIATES AND BLISS ASSOCIATES, LLC FOR ON-CALL YEARLY REAL ESTATE APPRAISAL SERVICES, AND THREE SEPARATE ONE-YEAR CONTRACTS WITH THREE POSSIBLE ONE-YEAR RENEWAL OPTIONS.