

## Legislation Text

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**File #:** BILL NO. 21-194, **Version:** 1

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An Ordinance approving the award of RFQ No. 2022-005 to Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC, for on-call appraisal services, and authorizing the City Manager to execute individual agreements of the same for a period of one year with four possible one-year renewal options. (PWC 9/13/21)

### Issue/Request:

An Ordinance approving the award of RFQ No. 2022-005 to Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC, for on-call appraisal services, and authorizing the City Manager to execute individual agreements of the same for a period of one year with four possible one-year renewal options.

### Key Issues:

- The City requires appraisal services for a variety of projects which supports several departments.
- City staff issued RFQ No. 2022-005 seeking qualified firms to provide on-call appraisal services (hereinafter "Services").
- After review of those submissions for RFQ No. 2022-005, Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC were selected based on their qualifications and varied expertise.
- Funding for the Services is provided by specific projects or programs approved under the Capital Improvement Plan or annual operating budget.
- The City desires to enter into an agreement with each firm to provide the Services.

### Proposed Committee Motion:

I move to recommend to City Council approval of an Ordinance approving the award of RFQ No. 2022-005 to Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC, for on-call appraisal services, and authorizing the City Manager to execute individual agreements of the same for a period of one year with four possible one-year renewal options.

### Proposed City Council Motion:

FIRST MOTION: I move for a second reading of an Ordinance approving the award of RFQ No. 2022-005 to Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC, for on-call

appraisal services, and authorizing the City Manager to execute individual agreements of the same for a period of one year with four possible one-year renewal options.

SECOND MOTION: I move for adoption of an Ordinance approving the award of RFQ No. 2022-005 to Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC, for on-call appraisal services, and authorizing the City Manager to execute individual agreements of the same for a period of one year with four 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 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. If limited to one firm, response times may be longer due to workload, and the City would have to work through contracting process to select a firm for appraisal reviews on federal grant projects. 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: September 2021

Finish: 1 to 5 years, depending on renewal options

Other Information/Unique Characteristics:

The Public Works Department issued RFQ No. 2022-005 on July 30, 2021. The RFQ was advertised on Public Purchase and the City website. Three firms made responsive submittals that were evaluated by a three (3) member City Staff evaluation team. The evaluation team determined that it would be in the best interest of the City to negotiate contracts for appraisal services with all three firms.

Michael Park, Director of Public Works

Staff recommends approval.

Committee Recommendation: The Public Works Committee voted unanimously 4-0 to recommend to City Council approval of an Ordinance approving the award of RFQ No. 2022-005 to Shaner Appraisals, Inc. dba Valbridge Property Advisors; Keller, Craig & Associates, LLC; and, Bliss Associates, LLC, for on-call appraisal services, and authorizing the City Manager to execute individual agreements of the same for a period of one year with four possible one-year renewal options.