



# Request for Proposal

## City of Independence Commercial Appraisal of 811 West Laurel Street

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September 30, 2022

**Response Due: Prior to 2PM, October 13, 2022**

Office of City Clerk  
RFP – Commercial Appraisal  
City of Independence  
811 W. Laurel St.  
Independence, Kansas 67301



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## *Request for Proposal:*

### **Commercial Appraisal**

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## **SECTION 1 INTRODUCTION & PROJECT SUMMARY**

The City of Independence seeks proposals from an individual or firm to provide commercial market value opinion appraisal. The City requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective, and quality professional service to the City.

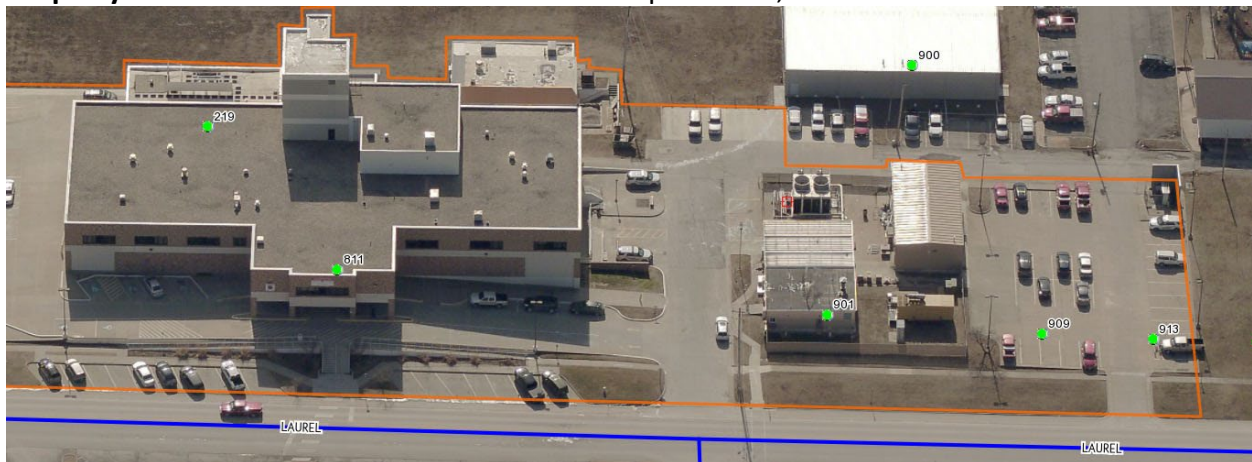
## **SECTION 2 REQUIREMENTS**

- Current Kansas License: State Certified General Real Estate Appraiser
- Comply with all applicable State of Kansas and Uniform Standards of Professional Appraisal Practice standards and rules

## **SECTION - 3 SCOPE OF WORK**

The City of Independence seeks to retain an appraiser who would be available and qualified to conduct an appraisal for the City of Independence of a commercial during the next 30 days.

**Property Location:** 811 W. Laurel Street – Independence, Kansas



**Type of Appraisal -** Sales Comparison Approach

**Data Collection** – subject properties, comparable properties, and relevant market data

**STRATEGIC VISION:** *Customer Service Excellence – Continuous Improvement – Teamwork*



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**Appraisal Report Content:**

- Description of data collected
- Market analysis, including social, economic, governmental, and environmental factors
- Statement describing the purpose, intended use, and intended users of the appraisal
- Site Value Opinion
- Application of the following valuation methods to reach a specific indication of value (rather than a range)
  - Sales Comparison
  - As is market value
- Final Opinion of Value
- Certification

**Type of Report:** Self Contained

**Appraiser will be required to:**

- Collect, verify, analyze and report both general and specific data relevant to estimating a property's market value.
- Inspect properties to the extent required after giving the property representative an opportunity to accompany the appraiser.
- Investigate the surrounding neighborhood to learn about land uses, market area, and potential sales.
- Research applicable government records to determine zoning or potential for rezoning.
- Adhere to the various administrative requirements of the City of Independence.

**SECTION 4 RESPONSE TO THE RFP**

Interested firms must submit a proposal to the City of Independence. The proposal shall consist of the following sections.

- Company Information
- Company Background
- Key team member(s) and experience
- Project understanding and approach
- Cost
  - Provide pricing for a self-contained report and specify any payments required prior to delivery of the final report



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**TENTATIVE SCHEDULE OF DATES:**

Advertise for Proposals	Date: September 30, 2022
Deadline for Proposal Submission	Date: October 13, 2022
Proposal Award:	Date: October 23, 2022
Projects Completed:	Date: November 30, 2022

**SECTION 5 EVALUATION PROCESS**

The City will perform evaluations and make a selection based on consensus. Evaluations will focus on identifying the firm's proposal's relative strengths, weaknesses, deficiencies, and risks. Interviews with firms are not anticipated but may be held at the option of the City. The City reserves the right to obtain clarification or additional information with any firm regarding its proposal. The Board reserves the right to select a responsive, responsible firm(s) on the basis of "best value" that is most advantageous to the City. All firms who submit proposals will be notified of the selection results. Final approval of any selected firm is subject to the action of the City to award a contract.

**SECTION 6 INSTRUCTION FOR SUBMITTAL**

**INSTRUCTIONS:**

Submissions must include one (1) hard copy and one (1) electronic pdf copy of the proposal by 2:00 p.m. CST on October 13, 2022. Email copies should be sent to [davids@independences.gov](mailto:davids@independences.gov) and [davidc@independences.gov](mailto:davidc@independences.gov). You will receive a confirmation of email receipt.

**Proposals shall be directed to:**

David Schwenker, City of Independence, 811 W. Laurel, Independence, Kansas 67301, 620-332-2500, [davids@independences.gov](mailto:davids@independences.gov)

**Questions or clarifications:** David Cowan – [davidc@independences.gov](mailto:davidc@independences.gov) 620.332.2528

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

***The City of Independence reserves the right to reject to add or delete options after the proposal is awarded and expects appropriate credit or debit for said options. The City of Independence reserves the right to accept or reject any or all RFP(s) or to waive any irregularities should any occur as may best benefit the City.***

This proposal is good for 30 days from the opening date.