

DISTRICT OF MACKENZIE



REQUEST FOR PROPOSAL

2024 Commercial Property Appraisal Services

Issue Date: March 20, 2024

Closing Date: April 26, 2024 4:00 PM

District of Mackenzie
1 Mackenzie Blvd., Bag 340
Mackenzie, BC V0J 2C0
Attn: Kerri Borne, Chief Financial Officer

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Introduction

The District invites qualified and experienced firms to submit a proposal to provide commercial property appraisal services. A listing of properties and mobile equipment required for appraisal, as well as general questions have been included in Appendices B and C of this Request for Proposal document. Other asset inclusions include furnishings and equipment (machinery), and yard improvements.

The District is not necessarily interested in obtaining the lowest price for this product. The quality of the product or service, performance, delivery, maintenance, service, and other factors will be taken into consideration in the evaluation of this request for Proposal.

The following terms will apply to all Proposals related to this Request for Proposal.

Definitions

- 1.1. "Contract" means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.
- 1.2. "Proponent" means the person submitting a proposal.
- 1.3. "Proposal" means a submission in response to this request for proposals;
- 1.4. "RFP" means this request for proposals
- 1.5. "the District" means the District of Mackenzie
- 1.6. "must," "shall" or "mandatory" means a requirement that must be met in order for the proposal to receive consideration;
- 1.7. "should" or "desirable" means a requirement having a significant degree of importance to the objective of the request for proposals, but which the District would strongly prefer to be fulfilled, and which the District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal;

Timeline

The following timeline is an estimate and may be adjusted at the District of Mackenzie's discretion any time during this procurement process.

Distribution of RFP
Deadline for questions submitted by email
RFP Submission Deadline

March 20, 2024
April 15, 2024
4:00 pm, April 26, 2024

Proposal Requirements

- a. The Proponent shall complete and submit the following documents with the Proposal submission:
- Background information on Proponent including experience, qualifications, and two (2) references.
 - Appendix A – Proponent Information and Agreement Form
- b. Prices should be quoted:
- In Canadian dollars;
 - Inclusive of PST, where applicable;
 - Goods and Services Tax (GST) should be shown as a separate line item.

Sub-Contracting

- a. All Vendors should fully disclose any proposed subcontracting of any of the required services.
- b. Using a sub-contractor (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents should be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the Proposal.
- c. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the District's opinion give rise to a conflict of interest in connection with this project will not be permitted, and a Proposal may be rejected on this basis in the District's absolute and unfettered discretion. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

Addenda & Questions

- a. Proponents are advised that all subsequent information regarding this RFP, including any addendum, will be distributed on the District's webpage. Notification will not automatically be sent to all Proponents. It is the responsibility of all Proponents to check for addenda, which may be posted at any time up to closing time, prior to submitting their Proposal. All addenda should be acknowledged in a Proponent's Proponent Information and Agreement Form.
- b. To clarify any issues in this RFP, the District of Mackenzie will respond only to questions that are presented through e-mail. Questions should be submitted to **Kerri Borne, Chief Financial Officer** at kerri@districtofmackenzie.ca. Telephone questions will not be accepted.

- c. All questions must be received by **April 15, 2024**.
- d. All questions and answers will be consolidated into a single Q&A document which will be posted on the District of Mackenzie website at www.districtofmackenzie.ca, with the RFP documents on or before **April 16, 2024**. The Q&A document will be continually updated and reposted once daily (excluding weekends & holidays) as questions are received. This will be the only distribution method for the Q&A document. A final update, if required, will take place on **April 19, 2024**.
- e. The District reserves the right to seek clarification regarding the Proposal with the Proponent to assist in making evaluations. The Proponent should submit a name and telephone number of a person the District may contact regarding any questions or clarifications relating to the Proponent's submission to the Request for Proposals.

Submitting Your Proposal

- a. Proposal submissions should be titled "**RFP – Commercial Property Appraisal Services**" in the subject line.
- b. Completed Proposals must be received by courier, mail, hand delivery, or email to:

Kerri Borne
Chief Financial Officer
Bag 340, 1 Mackenzie Blvd.
Mackenzie, BC, V0J 2C0

Email: kerri@districtofmackenzie.ca

- c. The deadline for receipt of complete Proposals is **4:00 pm Pacific Standard Time, on April 26, 2024**. Late Proposals will not be accepted and will be returned to the Proponent.

Proponent & District Responsibilities

- a. It is the responsibility of Proponents to ensure compliance with all requirements and deadlines. It is the responsibility of Proponents to ensure delivery of all required response material. Proposals which are not in compliance with the RFP requirements may be rejected.
- b. The District of Mackenzie assumes no responsibility for technological or logistical issues in delivering Proponent responses.
- c. All costs of preparation and presentation associated with a response to this RFP will be the responsibility of the Proponent.
- d. Proponents may be asked to make a presentation before the District if selected as a finalist.

- e. The District reserves the right to enter into a contract with a Proponent for all, part, or none of the service or products that are the subject of this Request for Proposals.
- f. Submission of a Proposal in response to this RFP indicates the Proponent's acceptance of the terms and conditions contained within the RFP.
- g. Proponents who have obtained the Request for Proposal electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the Proposal.

Alternate Proposals & Changes to Proposal Wording

- a. If an alternate solution is offered, the information should be submitted in the format requested as a separate Proposal.
- b. The Proponent will not change the wording of their Proposal after closing and no words or comments will be added to the Proposal unless requested by The District of Mackenzie for purposes of clarification.

Conflict of Interest and Disclosure of Business Relationships

Any potential conflict of interest must be disclosed to the District. Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the District deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the District.

- a. All Proponents must make full disclosure of any of the following existing business relationships with any members of the District of Mackenzie Mayor and Council, District employees or immediate relatives of any members of the District's employees:
 - If a private company, details of ownership of shares by any of the above;
 - If a public company, details of ownership of shares, in excess of one percent (1%) to total shares by any of the above;
 - If a partnership, details of any partnership arrangement of any of the above;
 - Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.
- b. Disclosure, if any, shall be made in writing at the time of submitting Proposals.
- c. If the Proponent fails to disclose an interest and/or the interest is falsely or insufficiently reported, the District reserves the right to reject the Proposal in its absolute discretion.

Confidentiality

- a. All Proponents and any other person who through this RFP process gains access to confidential financial information of the District are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies, or plans, learned through this RFP process. Information pertaining to the District obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the District.
- b. The Proposal should clearly identify any information that is considered to be confidential or proprietary information (the "Confidential Information"). However, the District of Mackenzie is subject to the Freedom of Information and Protection of Privacy Act. As a result, while the Act offers some protection for third party business interests, the District of Mackenzie cannot guarantee that any Confidential Information provided to the District of Mackenzie can be held in confidence if a request for access is made under the Freedom of Information and Protection of Privacy Act.

Evaluating Proposals

- a. Evaluation of Proposals will be by a committee formed from the District of Mackenzie's Finance Department.
- b. Awards will be based on the best value offered, and the best value will be determined by the District in its sole discretion. Evaluation criteria will be:

EVALUATION CRITERIA	WEIGHT
Budget	50%
Timeline for work to be completed	25%
Proponent experience and expertise as it relates to the required scope of work	25%

- c. While previous experience with the District is not required and does not in any way confer an advantage, the District's previous experience with the Proponent may also be taken into consideration in its evaluation of Proposals. The District reserves the right to rely upon its records, references, and recollection in this regard. The District may also obtain references other than those provided by the Proponent and may use these references in determining the best value.
- d. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the District will be final.

Communication with the District of Mackenzie

- a. Only the Chief Financial Officer for the District of Mackenzie (or designate) is the District's representative authorized to communicate and otherwise deal with Proponents and all Proponents should communicate and otherwise deal with that person only. Contact with any other District representative, including Members of Council, officers or employees of the District regarding this RFP or a Proponent's submission may result in that Proposal being removed from consideration for this RFP. As stated above, all communication should be presented via email to the address stated above.
- b. All Proponents who have submitted a Proposal will be notified of Council's decision after the final selection has been made. This notice of final selection may be the only communication between the District of Mackenzie and Proponents. Telephone or other inquiries concerning this Proposal after the Proposal deadline are discouraged.

Rejection & Acceptance of Proposals

No Obligation to Proceed

The District reserves the right to cancel this Request for Proposals at any time and for any reason, and will not be responsible for any loss, damage, cost, or expense incurred or suffered by any Proponent as a result of that cancellation. The receipt by the District of any information (including any submissions, ideas, plans, drawings, models, or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the District.

Acceptance and Rejection of Proposals

- a. This Request for Proposal should not be construed as an agreement to purchase goods or services. The District is not bound to accept the lowest priced or any Proposal of those submitted. The District will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b. No act of the District, other than a notice in writing signed by the Chief Administrative Officer or the Chief Financial Officer, shall constitute an acceptance of a Proposal. Note that any acceptance may be subject to Council approval.
- c. Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation, or bylaw.

- d. The District's intent is to enter into a Contract with the Proponent who has submitted the best offer. The District reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the District and not necessarily the lowest price, using the criteria specified in this RFP. The District reserves the right in its sole unrestricted discretion to:
 - a. accept any Proposal which the District deems most advantageous to itself;
 - b. reject any and/or all irregularities in a Proposal submitted;
 - c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
 - d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
 - e. accept a Proposal which is not the lowest Proposal; and
 - f. cancel or reissue the RFP without any changes;
- e. The District reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions, or deletions from the terms of any Proposal received.
- f. If the District chooses to enter into a contract with a Proponent as a result of this RFP, the successful Proponent may be required to enter into a written agreement with the District. Such agreement will be prepared by the Chief Financial Officer and will embody the terms of the Proposal and any subsequent written amendments.

Limitation of Damages

The Proponent is responsible for ensuring that they have obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit their Proposal.

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the District, if any.

Proponents acknowledge that the District, in the preparation of the Request for Proposals, supply of oral or written information to Proponents, review of Proposals or the carrying out the District's responsibilities under this Request for Proposals, does not owe a duty of care to the Proponents.

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP, and each Proponent, by submitting a Proposal, waives for itself, its successors and assigns, the right to sue the District for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the Request for Proposals, the supply of oral or written information to Proponents, the review of Proposals, or the carrying out the District's responsibilities under this Request for Proposals, with

the exception of fraud on the District's part.

Not A Tender

This Request for Proposal is not a tender call, and neither it nor the submission of any response to this RFP creates a tender process or a "Contract A".

Modification of Terms

The District reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of Proposals.

Accuracy of Information

The District of Mackenzie makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFP.

While the District has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

APPENDIX A PROPONENT INFORMATION AND AGREEMENT FORM

(should be completed and returned)

PROPONENT INFORMATION

Legal Business Name: _____

Address: _____

Contact Person: _____

Contact Information: _____
(phone / cell / fax / email)

PROPONENT AGREEMENT

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal, we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Instructions to Proponents, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

Date: _____

To acknowledge receipt of each addendum, each addendum number issued should be noted below with a signature of an authorized representative of the organization, as being received.

Addendum No. 1 Signature _____ Date _____

Addendum No. 2 Signature _____ Date _____

Addendum No. 3 Signature _____ Date _____

APPENDIX B

Property and Mobile Equipment Listing

Property Listing

DESCRIPTION	Building #
Police & Court House	B001
<i>64 Centennial Drive – 1985, 1 sty., concrete/steel/masonry, 9990 sf</i>	
RCMP Storage Shed	B001.01
<i>62 Centennial Drive-2005, 1 sty, frame, 1,560 sf.</i>	
Fire Hall #1	B002
<i>60 Centennial Drive-1970, 1=2, frame, 7122 sf</i>	
Ice Arena, Pool, Library & Community Hall	B003
<i>400 Skeena Avenue-1973/1985/2000/2005/2018, 1=2 sty, steel/wood/concrete, 77416 sf</i>	
Outdoor Ice Surface	B003.01
<i>Rear 400 Skeena Avenue</i>	
Ski Chalet	B004
<i>112 Laurier Drive - 2009, frame, 907 sq'</i>	
Municipal Office Building	B005
<i>1 Mackenzie Blvd.-2000, 1 sty, frame, 6710 sf</i>	
Public Works Office & Shop Building	B006
<i>10 Cicada Drive-1980, 1 sty, steel, 10600 sf</i>	
Bylaw/Animal Control Building	B007
<i>10 Cicada Drive-1985, 1 sty, steel, 1,980 sf</i>	
Salt Storage Building	B008
<i>Cicada Drive-2005, 1 sty, metal frame fabric cover, 1,500 sf</i>	
Cold Storage Building	B009
<i>Cicada Drive-1985, 1 sty, steel, 3,880 sf</i>	
Mechanical Building	B010
<i>10 Cicada Drive-1985, 1 sty, steel, 2982 sf</i>	
Recreational Vehicle Park Washroom & Showers	B011
<i>Rear 10 Cicada Drive-1987, 2021, 1 sty, frame, 597 sf</i>	
Recreational Vehicle Park Electrical Building	B011.01
<i>Rear 10 Cicada Drive-2022, 169 sf</i>	
Cicada Ball Park Washrooms	B012
<i>Cicada ball park - 1990, 1 sty, concrete, 198 sf</i>	
Cicada Ball Park Dugouts (10 Units)	B012.01
<i>Cicada ball park – 1990-2018, wood frame</i>	
Cicada Ball Park Playground	B012.02

DESCRIPTION	Building #
<i>Cicada ball park - 2020</i>	
Multi Use/Ernie Bodine Centre (EBCC)	B013
<i>86 Centennial Dr-1970, 1 sty, frame, 16957 sf</i>	
EBCC Storage Shed	B013.01
<i>86 Centennial Drive-1970, 1 sty, frame, 396 sf</i>	
Tourism Caboose Building	B015
<i>Hwy 39 & Hwy 97-1960, steel/wood, 320 sf</i>	
Caboose Outhouse No. 1	B015.01
<i>Hwy 39 & Hwy 97 - 2005, concrete floor, wood frame</i>	
Caboose Outhouse No. 2	B015.02
<i>Hwy 39 & Hwy 97 - 2005, concrete floor, wood frame</i>	
Reservoir	B016
<i>33 Laurier Drive -1990, concrete, 500,000 gallons</i>	
Pump Station No. 1	B017
<i>201 Morfee Lake Road-1975, 2019 (well upgrades), masonry, 527 sf</i>	
Pump House (decommissioned)	B017.01
<i>201b Morfee Lake Road -2001, frame, 206 sf</i>	
Pump Station No. 2	B018
<i>301 Morfee Lake Road -1975, concrete blk/frame, 205 sf</i>	
Booster Pump Station	B019
<i>31 Laurier Drvie -1975, concrete blk, 741 sf</i>	
Pump Station No. 3 Gantahaz	B020
<i>23 Columbia Drive-1985 & 2020, concrete/wood, 336sf</i>	
Water Reservoir at Gantahaz	B021
<i>23 Columbia Drive-1985, steel, 150,000 gallons</i>	
Sewer Lift Station at Century Trl. Park	B022
<i>25 Mackenzie Blvd-1980, reinforced concrete, 64 sf</i>	
Airport Pump Building	B023
<i>1000 Airport Road-reinforced concrete, 60sf</i>	
NDB Building @ Airport (decommissioned)	B024
<i>1140 Airport Road-1995, frame, 80 sf</i>	
Airport Pump House	B026
<i>5050 Coquiwaldie Road -1995, concrete blk, 450 sf</i>	
Instrument Building at Sewer Lagoons	B027
<i>Parcel 21 Parsnip West FSR-1995, frame, 136 sf</i>	
Firth Park Playground	B028
<i>Stuart Drive/Firth Crescent - 1997 & 2020</i>	
Sewer Lift Station	B029
<i>11 Bijou Drive -2001, steel</i>	
Water Pressure Reducing Station (5 units)	B030
<i>Various locations</i>	

DESCRIPTION	Building #
Public Works Yard Fence	B031
<i>10 Cicada Road - 2002</i>	
Morfee Lake Outhouses & Benches 2nd Beach	B032
<i>2nd Beach-2000, concrete, 101 sf</i>	
Morfee Lake Outhouses & Benches 1st Beach	B032.01
<i>1st Beach – 2000, concrete, 101 sf</i>	
Sewage Treatment Plant (facultative lagoon)	B033
<i>Parcel 21 Parsnip West FSR-2001, concrete block, 425 sf</i>	
Sewage Treatment Plant Holding Tank	B034
<i>Parcel 21 Parsnip West FSR-2002, concrete</i>	
616 Area Street Lights & Yard Lights	B035
<i>500-540 Mackenzie Blvd</i>	
Cemetery Fence	B036
<i>Parsnip East FSR</i>	
Gantahaz Park Valve Building	B037
<i>41 Alberta Drive-2000, 36 sf</i>	
Gantahaz Park Dugout	B037.01
<i>41 Alberta Drive – 2008, 131 sf</i>	
Gantahaz Pump Stn. 4	B038
<i>7 Alberta Drive - 2001, frame, 64 sf</i>	
Airport Runway Lights Control System	B039
<i>900 Airport Road-1990</i>	
Airport (Class C-CYZY) Taxiway (1,585m in length) & Apron	B039.01A
<i>900 Airport Road-1990</i>	
MAC 1 Tot Playground	B040
<i>At Mackenzie elementary school-2008</i>	
Gantahaz Lake Park Restroom Bldg	B041
<i>Hwy 39 (5km)-2021, frame, 64 sf</i>	
Fire Hall #2	B044
<i>700 Airport Road -2000, 2,046 sf</i>	
Fire Hall #2 Addition	B044.00A
<i>700 Airport Road-2020, 1440sf</i>	
Fire Hall #2 Storage Container	B044.01
<i>700 Airport Road-2000, 400sf</i>	
Sewage Lagoon Fence	B045
<i>Parcel 21 Parsnip West FSR-2012</i>	
Sewage Lagoon	B045.01
<i>Parcel 21 Parsnip West FSR-2012</i>	
Skate Board Park	B046
<i>400 Skeena Drive-2000</i>	

DESCRIPTION	Building #
Spirit Square Improvements	B047
<i>400 Skeena Drive-2000</i>	
Little Mack Trail	B048
<i>31 Laurie Drive (Trail Pathway)-2015</i>	
Morfee Lake Trail	B049
<i>201-301 Morfee Lake Road (Trail Pathway)-2015, 2019</i>	
Munro Park Playground	B050
<i>Munro Crescent-2000, 2020</i>	
Community Market Park Electrical Shed	B051
<i>Corner Mackenzie Blvd & Centennial Drive-2019, concrete/wood, 103sf</i>	
Airport Terminal Building	B052
<i>1000 Airport Road-2021, concrete/wood, 1152sf</i>	
Airport Fueling System	B053
<i>1000 Airport Road-2021</i>	
BCAA Playspace	B054
<i>400 Skeena Drive-2021</i>	
Morfee Lake Washroom & Campground	B055
<i>Morfee Lake Road-2019</i>	
Community Signage	B056
<i>Various locations*</i>	

*detailed map and purchase cost provided to successful proponent before site arrival

Mobile Equipment Listing

DEPARTMENT	DESCRIPTION	MANUFACTURER/MODEL	YEAR
Fire	Chainsaw	Husqvarna 460 Rancher	2013
Fire	Water Pump	Honda GX340	2014
Fire	Personnel Lift	Up-Right Ul-24	2015
Fire	2 Fire Pumps	Wajax	2020
Fire	Miscellaneous Fire Fighting Equipment and Supplies		
Public Works	Asphalt Crack Router	Mark II	2013
Public Works	Pressure Washer, Steam	Karcher HDS1000BE	1996
Public Works	Steam Pipe Cleaner	Easy Kleen 14 HP	2018
Public Works	Sewer Camera w/accessories	Rigid See Snake	2015
Public Works	Plate Compactor	Mikasa MVH-120	2015
Public Works	Portable Concrete Cutter	Husqvarna FS513	2015
Public Works	Sewer Cleaner Machine	Rigid K-7500	2015
Public Works	Portable Generator	Generac 1X2000	2015
Public Works	Leaf Blower, Backpack	Stihl BR600	2015
Public Works	Concrete Mixer, 1 Bagger		2012

DEPARTMENT	DESCRIPTION	MANUFACTURER/MODEL	YEAR
Public Works	Confined Space Shoring Equip		2016
Public Works	Portable Toilets (10 units)		
Public Works	Various equipment attachments		
Parks/Recreation	1 Push Mowers		
Parks/Recreation	Portable Log Splitter	15 Ton	2015

APPENDIX C

General Questions to be included in the Proposal

1. Who will be conducting the appraisal and valuation? Describe that individual's overall experience, including experience in commercial property appraisal and valuation.
2. Does the principal conducting the appraisal have any credentials, additional certifications, or professional designations related to commercial real estate appraisal and/or valuation?
3. Describe and detail the Vendor's methodology for appraising commercial property. In addition, discuss the software used to conduct the analysis.
4. Provide an example appraisal report. The report may be attached to the end of this document but should include the components listed below.
 - a. Premise of value replacement cost new
 - b. Estimate for demolition and debris removal
 - c. Estimate for building codes and bylaws
 - d. Furnishings, machinery and equipment for each asset shown in a summary basis
5. What data does the Vendor require to complete the appraisal and valuation?
6. When will the Vendor be proposing an on-site visit?
7. Will the Vendor be able to deliver the appraisal and valuation report by July 5, 2024?
8. What other services and value added products does the Vendor provide that would assist or be of benefit to the District?