

City of Clyde Hill

RFQ for Appraisal Services

I. PURPOSE

The City of Clyde Hill plans to enter into a Property Exchange Agreement and Ground Lease Agreement with the City of Bellevue. As a part of this process, the City seeks an independent appraiser to ascertain the market/real property value of the parcels to be exchanged and assist in determining a fair lease price for the remainder of the property. In order to ensure the appraisal is independent, the firm must not perform services to the City of Bellevue for the same properties.

II. BACKGROUND

The City of Bellevue currently owns the property located at 9621 NE 24th St in Clyde Hill (“9621 Property”). The City of Clyde Hill currently owns the property located at 9629 NE 24th Street in Clyde Hill (“9629 Property”). The two cities plan to enter into a Property Exchange Agreement to exchange their respective parcels and convey additional real property rights. The purpose of the property exchange is so that the City of Bellevue can build a new fire station at the 9629 Property. This new fire station will require certain improvements which will be made on the 9621 Property; therefore, the City of Clyde Hill plans to lease back the easterly half of the 9621 Property to the City of Bellevue through a separate Ground Lease Agreement.

III. SCOPE OF SERVICES

- Perform real estate advisory services and appraisal work for the City of Clyde Hill in support of the City’s plans to enter into a Property Exchange Agreement and Ground Lease Agreement with the City of Bellevue.
- Appraise the market/real property value of two parcels:
 - 9621 NE 24th Street in Clyde Hill, Washington, King County Tax Parcel #808600-0375
 - 9629 NE 24th Street in Clyde Hill, Washington, King County Tax Parcel #808600-0370
- Assist in the determination of a fair lease price for the easterly half of the 9621 Property from the City of Clyde Hill to the City of Bellevue
- The City desires to complete this appraisal and valuation work by the end of 2022

IV. SELECTION PROCESS & SUBMITTAL CRITERIA

Staff will evaluate proposals and select a firm using the following criteria:

- Responsiveness and completeness of package
- Qualifications and experience of firm/individual
- Qualifications and experience of appraiser(s) who will work on this project (if the respondent is a firm)
- Documentation of the experience of firm/individual(s) working with municipal governments
- Ability to complete work by the end of 2022
- References (including contact information) of three (3) clients for whom the firm/individual has provided similar services in the past 10 years, preferably at least one

City of Clyde Hill
RFQ for Appraisal Services

- (1) being a municipality
- Statement that the firm/individual is not performing services for the City of Bellevue for the same properties

The City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including costs.

Upon selection of the firm/individual, the fee and contract will be negotiated with the Mayor.

V. SCHEDULE OF PROPOSAL PROCESSES

To respond to this RFQ, please submit a Statement of Qualifications (SOQ) to Mary Connolly, Management Intern at mary@clydehill.org. Responses to this RFQ are requested no later than **Wed October 5th, 2022** at 4:00 PM PST.

Late submissions, faxes, postmarks, or telephone proposals will not be accepted. Digital proposals should be submitted via email, but the City assumes no responsibility for formatting or transmission errors.

Proposals should be prepared providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Submittals should be limited to 5 pages total.

VI. SUBMISSION DEADLINE

The City will make every effort to follow this timetable; however, we reserve the right to modify the proposal process and dates as necessary.

Distribution of RFQ	September 22, 2022
Deadline for Submittal of Qualifications	Wed October 5, 2022
Firm selected	October 10, 2022
Mayor Awards Contract	October 21, 2022

VII. TERMS AND CONDITIONS

The proposers shall be responsible for the accuracy of the information supplied. The City of Clyde Hill reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFQs, and to either substantially modify or abandon the selection process prior to any award of a contract.

Nothing contained herein shall require the City of Clyde Hill to award a contract. The City reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall at a minimum reflect the specifications in the RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Council. The City

City of Clyde Hill
RFQ for Appraisal Services

shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFQ.