



# City of San Antonio

## Agenda Memorandum

**File Number:**16-1618

---

**Agenda Item Number:** 23.

**Agenda Date:** 4/14/2016

**In Control:** City Council A Session

---

**DEPARTMENT:** Transportation & Capital Improvements

**DEPARTMENT HEAD:** Mike Frisbie, P.E.

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

On-Call Service Contracts for Appraisal Services

### **SUMMARY:**

An ordinance authorizing the execution of seven On-Call Real Estate Appraisal Services contracts with Debra S. Runyan Real Estate; Dugger, Canaday, Grafe, Inc.; Eckmann Groll, Inc.; Meridia Appraisal Group; Noble & Associates, Inc.; Paul Hornsby & Company and Sandison Appraisal, LLC., for a one-year term with three one-year options, to provide real estate appraisal services for various City projects, in the amount of up to \$100,000.00 annually for each contract for a total contract value not to exceed \$400,000.00 per firm for a contract term beginning on April 14, 2016.

### **BACKGROUND INFORMATION:**

All real estate transactions performed by the City of San Antonio requires due diligence work that includes real estate appraisals, prior to the acquisition and sale of real estate property.

These contracts for appraisal services are to be utilized on an as needed basis for various City projects, such as appraisals for encroachment, commercial real estate, rural parcels, and related services required in support of City property acquisition, disposition and right of way closure projects. These contracts will enable various City departments to perform due diligence as required and manage City projects in a timely and effective manner.

The number of contracts for appraisal services provides the City with a variety of individual firms specializing in various appraisal services, allowing City departments to leverage expertise some of the other firms may not

have been able to support. Additionally, these contracts will be in effect to begin prompt implementation of a new General Obligation Bond, if voters approve in May 2017. Individual firms will be utilized based on their availability and stated experience with a particular real estate transaction type, such as conservation easements public rights-of-way or commercial buildings.

A Request for Qualifications (RFQ) was advertised in the San Antonio Hart Beat on December 2, 2015 and December 7, 2015; and on TVSA. Seven responses were received. The Contract Services department facilitated the selection process. After evaluating and discussing the proposals, the evaluation team recommended all seven firms for the appraisal services for contract award: Debra S. Runyan Real Estate; Dugger, Canaday, Grafe, Inc.; Eckmann Groll, Inc.; Meridia Appraisal Group; Noble & Associates, Inc.; Paul Hornsby & Company, and Sandison Appraisal, LLC. The criteria used in the selection process was 40% for background, experience and qualifications of Firm; 25% for proposed management plan; 15% for team's experience with San Antonio Region issues and past experience with COSA contracts and 20% for SBEDA.

The City's current on-call contract included 10 firms. The proposed new on-call contract will include seven firms of which six have been previously used. Meridia Appraisal Group is the only new firm to contract with the City.

#### **ISSUE:**

This ordinance authorizes the execution of seven On-Call Real Estate Appraisal Services contracts with Debra S. Runyan Real Estate; Dugger, Canaday, Grafe, Inc.; Eckmann Groll, Inc.; Meridia Appraisal Group; Noble & Associates, Inc.; Paul Hornsby & Company and Sandison Appraisal, LLC., for a one-year term with three one-year options, to provide real estate appraisal services for various City projects in the amount of up to \$100,000.00 annually for each contract for a total contract value not to exceed \$400,000.00 per firm per firm for a contract term beginning on April 14, 2016.

The individual firms will be utilized based on their availability and stated experience with a particular real estate transaction type, such as conservation easement, public right- of way or commercial buildings. The number of contracts for appraisal services provides the City with a variety of individual firms specializing in various appraisal services, allowing City departments to leverage expertise some of the other firms may not have been able to support. Individual firms will be utilized based on their availability and stated experience with a particular real estate transaction type, such as conservation easements public rights-of-way or commercial buildings.

#### **ALTERNATIVES:**

As an alternative option, the City could procure these services on a per-real estate transaction basis; however, this action will result in delaying needed real estate appraisals on future projects. These contracts will provide City departments the latitude to obtain services for various firms as needed and do so without disrupting project time tables.

#### **FISCAL IMPACT:**

Funds for the contracts shall be allocated from specific capital or other budgeted funds at a time the work is required. The City will make no minimum guarantee pertaining to the volume of work that may be expected from each consultant.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing seven On-Call Real Estate Appraisal Services contracts with Debra S. Runyan Real Estate; Dugger, Canaday, Grafe, Inc.; Eckmann Groll, Inc.; Meridia Appraisal Group; Noble & Associates, Inc.; Paul Hornsby & Company and Sandison Appraisal, LLC., for a one-year term with three one-year options, to provide real estate appraisal services for various City projects in the amount of up to \$100,000.00 annually for each contract for a total contract value of not to exceed \$400,000.00 per firm for a contract term beginning on April 14, 2016..