

## REQUEST FOR PROPOSALS

### Professional Appraisal and Review Appraisal Services

The **CITY OF COTTONDALE, FLORIDA** anticipates the acquisition of a parcel of undeveloped property. The property will be utilized to construct additional off-street parking for the City of Cottondale Community Center. The City of Cottondale, Florida is requesting proposals for appraisal and review appraisal services in a project funded by the City of Cottondale's, Community Development Block Grant (CDBG) Corona Virus (CDBG-CV) Grant (#22CV-S15), funded through the Florida Commerce Department. The project will require an appraisal of one parcel of undeveloped property. All work shall be in conformance with the requirements of the CDBG-CV grant. Proposers must meet all FloridaCommerce CDBG requirements. Additionally, the proposed acquisition, accompanying appraisal and review appraisal must adhere to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and ([42 U.S.C. 4201-4655](#)) and implementing regulations at [49 CFR part 24](#)..

Information provided to the City Commission shall include:

- a) The specialized experience and technical competence of the firm with respect to appraisal and related work;
- b) The past performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules;
- c) The firm's familiarity or ability to become familiar with the area in which the project is located;
- d) Cost of services under scope of work;
- e) References from previous clients of related work with the firm within the past five years.
- f) Certification and/or license of the Real Estate Appraiser, confirming they are active and in good standing with the Florida Department of Business and Professional Regulation

**Bids will be due by Thursday, June 20, 2024 at 10 AM CST. Bids shall be submitted to the City of Cottondale, ATTN: Sherri McBride, City Clerk, PO Box 398; 2659 Front Street, Cottondale, FL 32431.**

**For additional information contact Sherri McBride, City Clerk, at 2659 Front Street, Cottondale, FL 32431 or by telephone at (850) 352-4361 or via email [cityclerk@cityofcottondale.net](mailto:cityclerk@cityofcottondale.net).**

The City of Cottondale is an Equal Opportunity Employer, a Handicapped Accessible and Fair Housing Jurisdiction and invites the submission of proposals from Minority and Women-owned firms.

**SCOPE OF WORK CITY OF COTTONDALE CDBG-CV GRANT #22CV-S15 APPRAISAL AND  
REVIEW APPRAISAL**

A-1: The City is requesting proposals, outlined in the Request for Proposals, for licensed Florida Real Estate Appraisers to conduct an appraisal of fair market value for acquisition of the entire land and improvements located at 2662 Front Street, Cottondale, Florida 32431 – Jackson County Property Appraiser’s Parcel Number: #31-5N-11-0089-00R0-0050.

The appraisal shall be submitted to the City as it is completed, and the appraisal must be completed and submitted to the City of Cottondale no later than 30 days following the execution of a contract between the City and the firm awarded to conduct the appraisals. The City will review the appraisal and will deliver the same to the firm awarded to conduct the review of the appraiser’s methodology and approach of the completed appraisals. Following the completion of the review appraisal by a separate firm, the appraisal firm shall work with the review appraiser to reach mutually agreed upon appraised values for any appraisals they disagree on.

B-1: The City is requesting proposals outlined in the Request for Proposals for licensed Florida Real Estate Appraisers to conduct a review and to provide a report of concurrence or non-concurrence of the appraisal (conducted by the separate firm) for the above referenced: Full appraisal of Jackson County Property Appraiser’s Parcel Number: #31-5N-11-0089-00R0-0050: The review appraisal shall be submitted to the City as it is completed, and the review appraisal must be completed and submitted to the City of Cottondale no later than 30 days following the review appraiser’s receipt of said completed appraisal from the City. Following the completion of the review appraisal, the review appraisal firm shall work with the initial appraiser to reach mutually agreed upon appraised value for any appraisal they disagree on.

## APPRAISAL PROPOSED FEES

### APPRAISALS OF ONE VACANT PARCEL OF PROPERTY

PARCEL	ADDRESS	APPRAISAL FOR ACQUISITION OF	APPRAISAL FEE
31-5N-11-0089-00R0-0050	2662 Front Street. Cottondale, Florida 32431	Full Property (Land and Improvements)	\$
TOTAL FEE ALL APPRAISALS			\$

## REVIEW APPRAISAL PROPOSED FEES

### REVIEW APPRAISALS FOR ONE VACANT PARCEL OF PROPERTY

PARCEL	ADDRESS	REVIEW APPRAISAL FOR ACQUISITION OF	APPRAISAL FEE
31-5N-11-0089-00R0-0050	2662 Front Street, Cottondale, Florida 32431	Full Property (Land and Improvements)	\$
TOTAL FEE ALL REVIEW APPRAISALS			\$