



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 26

Agenda Date: October 21, 2021

In Control: City Council A Session

DEPARTMENT: Public Works Department

DEPARTMENT HEAD: Razi Hosseini

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Professional Services Agreements for On-Call Real Estate Appraisal Services

SUMMARY:

An ordinance authorizing the execution of seven On-Call Real Estate Appraisal Services Agreements with Debra S. Runyan; Dugger, Grafe, Swanson, Inc.; Eckmann, Groll, Inc.; JLL Valuation & Advisory Services, LLC; Meridia Appraisal Group, LLC; Noble & Associates, Inc.; and Sandison Appraisal, LLC for a two-year initial term with three, one-year renewal options to provide real estate appraisal services for various City projects in the amount of \$70,000.00 annually for each agreement for a total agreement value of \$350,000.00 per firm.

BACKGROUND INFORMATION:

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

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

required and manage City projects in a timely and effective manner.

The number of agreements for appraisal services provide the City with a variety of individual firms specializing in various appraisal services. These agreements will be in effect to continue projects approved in the current Bond Program and in the new 2022 Bond Program, if approved. 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, local area managed projects, or commercial buildings. The agreement terms are anticipated to begin on November 1, 2021.

Procurement of Services

The Finance Department Purchasing Division on behalf of the Public Works Department released a Request for Qualifications (RFQ) on April 4, 2021, seeking proposals for On-Call Real Estate Appraisal Services. The RFQ was advertised in the San Antonio Express News, TVSA cable channel, the City's Agreement & Bidding Opportunities website and an email notification was released to potential firms. Thirteen proposals were received on May 19, 2021. All were deemed eligible for review and were evaluated. The Evaluation Committee included representatives from the Public Works Department, Aviation Department, Neighborhood and Housing Services Department, and the Center City Development and Operations Department.

The Evaluation Committee reviewed the proposals and selected seven firms for award based on the following criteria: Experience, Background, Qualifications, Understanding of Real Estate Appraisal Services and Proposed Plan, and Real Estate Knowledge in the San Antonio Region and Past Performance. The Local Preference Program and the Veteran-Owned Small Business Preference Program do not apply to professional services agreements governed by statute. The Disadvantaged Business Enterprise (DBE) Program of the state of Texas was utilized for these agreements. The DBE goal for each agreement is 8.5%

The City's previous On-call Real Estate Appraisal Services included agreements with seven firms. The proposed new on-call agreements will include seven firms of which six have been previously used by City to perform real estate appraisal services.

This contract was developed utilizing a Request for Qualifications (RFQ) process; therefore, as required by the Ethics Ordinance, Discretionary Contracts Disclosure Forms have been included herein as attachments.

ISSUE:

This ordinance authorizes the execution of seven On-Call Real Estate Appraisal Services Agreements with Debra S. Runyan; Dugger, Grafe, Swanson, Inc.; Eckmann, Groll, Inc.; JLL Valuation & Advisory Services, LLC; Meridia Appraisal Group, LLC; Noble & Associates, Inc.; and Sandison Appraisal, LLC for a two-year initial term with three, one-year renewal options to

provide real estate appraisal services for various City projects in the amount of \$70,000.00 annually for each agreement for a total agreement value of \$350,000.00 per firm.

The 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, locally area managed projects, or commercial buildings. The number of agreements for appraisal services provides the City with a variety of individual firms specializing in various appraisal services.

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 appraisal services for future projects. These agreements will provide City departments with the latitude to obtain services for various firms as needed and to do so without disrupting project timelines.

FISCAL IMPACT:

Funding for the agreements shall be allocated from budgeted capital projects and or operating funds at the time the work is requested. The City makes no minimum guarantee pertaining to the volume of work that may be requested from each consultant.

RECOMMENDATION:

Staff recommends approval of the execution of seven On-Call Real Estate Appraisal Services Agreements with Debra S. Runyan; Dugger, Grafe, Swanson, Inc.; Eckmann, Groll, Inc.; JLL Valuation & Advisory Services, LLC; Meridia Appraisal Group, LLC; Noble & Associates, Inc.; and Sandison Appraisal, LLC for a two-year initial term with three, one-year renewal options to provide real estate appraisal services for various City projects in the amount of \$70,000.00 annually for each agreement for a total agreement value of \$350,000.00 per firm.