

City of San Antonio

**ADDENDUM I**

**SUBJECT:** Request for Proposals for Insurance Appraisal Services, (RFP 15-020, 6100005667), Scheduled to Open: **Friday, April 3, 2015**; Date of Issue: **March 2, 2015**

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** March 16, 2015

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED  
REQUEST FOR PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

1. Add: **Sign-In Sheets for the Pre-Submittal Conference** dated Thursday, March 12, 2015.
2. Add: **EXHIBIT 6 – City of San Antonio SBEDA Program Presentation** - Exhibit is posted as a separate document.
3. Add: **EXHIBIT 7 – Property Statement of Values** - Exhibit is posted as a separate document.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL  
CONFERENCE:**

Question 1: Is the appraisal requested for the furnishings/contents of the City of San Antonio's offices (whether owned or leased) or for the real estate?

Response: Please see Sec. 004-SCOPE OF SERVICE, (Paragraph 3, page 3 of 40), which explains the proposed system for valuation of contents/furnishings. The requested appraisals are for structures owned by City of San Antonio only.

Question 2: Is there an incumbent appraiser?

Response: Yes.

Question 3: Is there previous appraisal data we can have access to?

Response: The Statement of Values (SOV) attached to this RFP contains basic values for structures and contents. Other appraisal data is not available.

Question 4: How many building will be appraised annually?

Response: There are approximately 600 buildings that need to be appraised over the five-year scope of the project. The Respondent's plan will schedule these appraisals accordingly to insure that all appraisals are accomplished at the end of the five year period. The number of annual appraisals will be determined by the Respondent.

- Question 5: Is there a list of properties to be valued?  
 Response: Yes. The current Statement of Values (SOV) is available as an attachment to this RFP.
- Question 6: How many buildings will be appraised in years 4 and 5, if the contract is extended?  
 Response: Please see response to question 4.
- Question 7: "Properties with an appraised value in excess of \$15 Million..." How are they identified? Should these buildings be valued at years 1 and 4 or has the every 3 year cycle already begun?  
 Response: Those buildings currently appraised in excess of \$15 Million can be identified from the Statement of Values attached (EXHIBIT 8) to this RFP. When they will be appraised will be determined by the schedule created by the Respondent.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On Thursday, March 12, 2015, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Insurance Appraisal Services RFP. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 8: Can we go over the contract timeline again?  
 Response: Appraisals to commence upon execution of contract. All properties are to be appraised once every five years. Those building valued in excess of \$15 Million are to be appraised once every three years.
- Question 9: Please explain Section 003 Background, Page 3, Paragraph 1 that states, "*Properties with an appraised value in excess of \$15 Million should be appraised every 3 years. The total value of all property is more than two billion, seven-hundred thirty-five million dollars.*"  
 If the contract is renewed and properties appraise at less than \$15 Million are the properties still appraised every 3 years?  
 Response: No. Those properties appraised at less than \$15 Million only need to be appraised once in the five year period.
- Question 10: When was the last appraisal RFP done?  
 Response: 2012
- Question 11: Is there a reason why you are doing an individual RFP for appraisal services only?  
 Response: To more effectively and completely value the assets owned by the City.
- Question 12: How are the appraisals expected to be done?  
 Response: See Section 004—SCOPE OF SERVICE of RFP.
- Question 13: How long ago was the last appraisal process? Was it for 5 years?  
 Response: The last appraisal service process began in 2012 covering 3 years.
- Question 14: Who has the current contract?  
 Response: American Appraisal Associates.
- Question 15: What is the budget for this project? Is this project a low bid?  
 Response: The budget will be based on bids received for this RFP. This is not a low bid project.
- Question 16: How fast do you want the services to start?  
 Response: Within a reasonable time after the execution of a contract. The specific schedule of services will be determined by the Respondent.

Question 17: Is there going to be a council subcommittee that will have to approve these services?

Response: No.

Question 18: As far as the demographics, are the building locations more in the inner City limits or are they more spread out through San Antonio?

Response: The buildings are located throughout the City Limits of San Antonio.

Question 19: If the new appraisal finds buildings that are currently valued at \$15 million dollars valued less than \$15 million, would they fall under the same or different threshold of when their appraisals must be done?

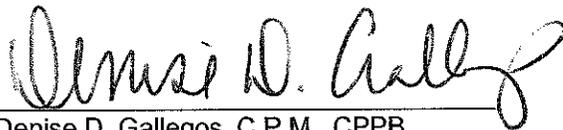
Response: Those buildings valued less than \$15 Million need only be appraised once every five years, per the schedule created by Respondent.

Question 20: What will be the payment schedule, if any, to the awarded bidder? As in will the awarded bid winner get funds at once, per year, per completion rate, etc.

Response: There is no preference on invoicing, except I wouldn't want to receive invoices more than once/monthly. Payment will be 30 days after receipt of invoice for work completed.

Question 21: What is the completion rate, if any again, for the three years? Its 900 properties so in three years what percentage needs to be complete and is there a completion percentage needed to obtain the two additional years.

Response: The bidder is to be creative and develop their individual plan of completion; therefore, they should determine the rate.



Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division

