



TO: Mayor Chuck Barney
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: May 30, 2018

SUBJECT: SPOT BLIGHT RFP AUTHORIZATION FOR APPRAISERS

I. RECOMMENDED ACTION

Approve Preparing and Issuing RFP for Spot Blight Appraisers by DR Program Manager

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

With the Spot Blight initiative using the Uniform Relocation Act it is required that an appraisal and appraisal review be done to determine value of home in the current condition. With an estimated scope of no more than 40 properties, this entire program can be handled in house with city staff support coordinated by the DR Program Director rather than needing to add any further scope of work to the CDM Smith contract through the offer and offer acceptance process. Therefore, it is needed to seek to procure 2 assessors separate and apart from the subcontract currently with CDM Smith.

B. Proposed Project

Upon approval of the Spot Blight policies and procedures, staff will advertise an RFP for two appraisers with one serving as primary appraiser and the other to serve as the review appraiser as required by the Uniform Relocation Act. It is recognized that appraisers are in high demand and should there be insufficient response to the RFP then we can fall back on the existing CDM Smith contract which has a sub-contract with both appraisers but the intent and purpose of attempting this RFP is to reduce overall costs and continue to increase management of CDBG-DR and CDBG-NDR funds and programs within city operations. This RFP will not slow down the planned initiation of the spot blight acquisition program since the initial letter advising the property owners of our intent will not require the city appraisers. A proposed tight timeline to undertake appraisals will also be included in the RFP to assure aggressive pursuit of addressing these properties' substandard conditions.

IV. IMPACT:

A. Strategic Impact:

The intent is to continue the ongoing effort to shift management and service delivery of CDBG-DR and CDBG-NDR to city staff within reasoned and reasonable use of resources and available time.

B. Service/Delivery Impact:

The goal of in house management of the appraisal and purchase offer process is to streamline bureaucracy and time involved in acquisition.

C. Fiscal Impact:

Based on prior experience, it is expected that the total cost for use of the primary and review appraisers will be less than \$90,000 with funds available within CDBG-DR Allocation #1 and not necessitating any type of Action Plan Amendment.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

NA

VII. LIST OF ATTACHMENTS

NA