

REQUEST FOR PROPERTY APPRAISAL

SUMMARY

Appraisal services are often required by the County in the acquisition, disposition, and lease of real property, or when considering and analyzing the feasibility of same. The Internal Services Department (ISD) serves as an advisor to County departments in appraisal matters and manages the procurement of appraisal services. Prior to procuring such services, the Board of County Commissioners must authorize the use of County funds for appraisal, and individual departments must have identified a source to pay for these services. This procedure explains how to secure independent real estate appraisal services once such authorization and funding is available and identified.

PROCEDURE

1. To procure an appraisal, the requesting department notifies ISD of its need by submitting a request to the Director or designated staff including property identification and description, purpose of the appraisal, Board resolution authorizing same, and index code or other manner identifying source of funds to pay for same. This request should come in the form of a Property Action Request (PAR) or written manner with the authorization for use of funds.
2. ISD will consult with the department to determine proper scope of services and qualification criteria for the appraiser(s).
3. ISD will prepare a request for appraisal and distribute the request to the list of approved appraisers, which list is also managed by ISD.
4. ISD will manage the bid process including questions and answers, receipt of bids, and preparation of the bids to present to the Appraisal Selection Committee.
5. ISD will schedule an Appraisal Selection Committee meeting and advertise the time and place of the meeting in the County Calendar. Requesting departments will be notified of the meeting with a request to have a representative present at the meeting to respond to questions from Committee members regarding the appraisal assignment.
6. The Appraisal Selection Committee makes the selection of appraiser at the aforementioned committee meeting. The selection is based on the type of appraisal, price, time for completion, the amount of business currently assigned to the appraiser, and any qualifications or required experience set forth in the request for appraisal.
7. ISD prepares copies of the Appraisal Selection documents and distributes the documents to the requesting department(s).
8. ISD will award the appraisal, manage the appraisal assignment including consultation with appraisers as needed, and appraisal review services as necessary. Departments are required to provide any supporting information requested by the appraisers, and ISD will coordinate discussions between the departments and appraisers for same. Departments are copied on all correspondence and awards.

CONTACT(S):

Department/Division

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