

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

☐ New    ☐ OTR    ☐ Sole Source    ☐ Bid Waiver    ☐ Emergency

Previous Contract/Project No.

**RFP No. MDAD-09-02**

Contract

☒ Re-Bid

☐ Other

Requisition No./Project No.:

**EPPRFP-01164**

LIVING WAGE APPLIES: ☒ YES    ☐ NO

TERM OF CONTRACT

**6 years**

Requisition /Project Title:

**Real Estate Appraisal Services for General Aviation Airports (GAA)**

Description:

This solicitation will establish a contract for appraisal services for the land, pavement, and buildings at General Aviation Airports (GAA).

Issuing

Department:

**MDAD**

Contact

Person:

**Robert Warren**

Phone:

**(305) 869-8530**

Estimate Cost:

**\$780,000**

GENERAL    FEDERAL

OTHER

Funding Source:

**PROPRIETARY**

**ANALYSIS**

Commodity Codes:

**946-15**

Contract/Project History of previous purchases three (3) years  
Check here ☐ if this is a new contract/purchase with no previous history.

**EXISTING**

**2<sup>ND</sup> YEAR**

**3<sup>RD</sup> YEAR**

**Contractor:**

Slack, Johnson, &  
Magenheimer, Inc.

**Small Business Enterprise:**

**Contract Value:**

\$1,185,000 for 8 years

**Comments:**

Continued on another page (s):    ☐ Yes    ☒ No

**RECOMMENDATIONS**

Set-aside

Sub-contractor goal

Bid preference

Selection factor

**SBE**

**Basis of**

**recommendation:**

**Signed:**

Sade Chaney

Date sent to SBD: 1/10/2018

Date returned to DPM:

Revised April 2005

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and is subject to change without notice.  
This is not an advertisement.***

**Miami-Dade County, Florida**

**EPP-RFP No. 01164**

**SCOPE OF SERVICES**

**2.1     Background**

It has been the County's policy that recommendations for real estate appraisal adjustments be prepared by an independent Certified General Real Estate Appraiser. The County's goal is to establish processes and procedures in which accurate and timely valuation methods are utilized in the establishment of rental rates and budget recommendations annually or as needed to conduct County business. As such, appraisal recommendations are subjected to review by MDAD staff, and subsequently approval by the Board of County Commissioners ("Board"). Appraisal recommendations may also, from time to time, be reviewed by MDAD's Traffic Engineers and/or various Aviation Consultants hired by MDAD to study airline passenger and cargo traffic, land and building requirements, and in support of aviation revenue bond issuances of the County. Therefore, the County is seeking an experienced and qualified real estate appraisal firm with a comprehensive understanding of airports vision and mission, and the potential influences of on and off airport economic and social indicators on GAA's viability and the County at large.

**2.2     Minimum Qualification Requirement**

The Contractor must be a Florida Certified Real Estate Appraiser to meet the minimum requirements of this solicitation.

**2.3     Primary Services**

Appraiser shall perform annual rental rate reviews and provide recommendations for determination of fair market value rental rates for land, pavement and designated buildings, including but not limited to offices, hangars, dry cargo warehouses, mechanical shop space and other improvements; review of appraisals for the acquisition of land and improvements by a government entity by eminent domain or negotiations; experience on behalf of a seller of a property to a government entity vice versa or in defense of an eminent domain proceeding for GAA for the forthcoming lease year. Annual reviews are typically October 1, however additional appraisals may be required at other dates as determined by the Board. Said appraisal services shall include, but not be limited to, the following activities:

- a. Meeting with MDAD staff to review all land, building, improvements, and properties to be designated for annual rental rate review and discuss any lease or other conditions, which MDAD determines as important for the Appraiser to consider in completing reviews and recommendations;
- b. Inspecting all designated GAA properties to determine their condition and any special circumstances as to individual properties, which may impact recommendations as to fair market value rental rates for properties, including visiting the interior of said properties at least once annually;
- c. Photographing each property being reviewed for identification purposes and for depicting any special conditions in consideration for completing a recommendation as to fair market value;
- d. Reviewing recent sales of and the rental rates of comparable properties in the general vicinity of GAA, to the extent such comparables may exist or impact recommendations. Appraiser shall also obtain, when available, comparable data for like facilities from other airports similar to GAA;
- e. Preparing draft reports summarizing recommend fair market value rental rates for all designated GAA land, paving, buildings and properties, including meeting with MDAD staff to review and/or approve said draft reports; and

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- f. Attending additional meetings as may be required by MDAD, including tenant meetings, meetings with the appropriate committee for the Board, and regular meetings of the Board. Attendance at additional meetings, including those which may be required in connection with litigation or other challenges to recommendations provided by the Appraiser shall be considered additional services as provided below.

Recommendations for annual rate reviews shall be provided to MDAD by the date stated in the Service Order. As such, Primary Services recommendations shall be provided no later than six (6) months prior to the scheduled Board Budget Hearing, at which the proposed rates will be presented for approval.

**2.3.1 Additional Services**

Appraiser may be engaged to fulfill the following additional services, as determined by the MDAD:

- a. Appraisals, in accordance with the current Miami-Dade County minimum appraisal requirements, of real property as may be determined to be disposed of or acquired of by the County for expansion and development of GAA. In this regard, the Appraiser may be required to only serve as a review appraiser or as one of several appraisers in determining the purchase price of the property to be acquired. Appraiser may also be required to serve as an expert witness in eminent domain proceeding. Services under this section may require compliance with the provisions of 49 CFR Part 24, the "Uniform Relocation Assistance and Real Estate Acquisition Regulations for Federal and Federally Assisted Programs" of the U.S. Department of Transportation;
- b. Appraisals of personal property to be disposed of or acquired by the County. Subcontractors specializing in this type of appraisal may be utilized upon approval of MDAD;
- c. An in-depth detailed appraisal of County-owned buildings, infrastructures (e.g. taxiways, lighting, runways, etc.), and contents at GAA, including structure type, build date, square footage, replacement value, and photographs of property as determined by MDAD;
- d. Additional tasks requiring appraisals or recommendation of value, including rates, for new development leases for unforeseen applications; and
- e. Performance of other closely related work as required by MDAD, including but not limited to, special reports, analyses, and attendance at meetings related to the services.

For Additional Services, projects shall be completed as indicated by the Service Order upon request by the County on an as needed basis, through the issuance of Service Orders. For each Service Order, the Contractor will be provided a detailed scope of services prior to commencement of each Project.

**2.4 Appraisal Staff**

Appraiser shall propose a team of professionals consisting of the following disciplines:

- a. Principal Appraiser
- b. Staff Appraiser
- c. Researcher

Proposed staff shall be experienced and qualified to provide the services in accordance with the professional requirements and standards for real estate appraisal services for airports.

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**2.5     Appraisal Fees**

The Appraiser shall provide fees for Primary Services and Additional Services within Attachment 2, Price Proposal Schedule. Fees for Primary Services shall be a lump sum for the Annual Rental Rate Review for BCC Approval. Fees for Additional Services shall be compensated on a lump sum or not to exceed basis calculated in accordance with key personnel hourly-fee rates of the executed Agreement, as described in the Service Order. Hourly-rates shall be firm and fixed for the term of the Agreement. Upon the written request of the Appraiser, the County may consider annual adjustments to the hourly-rates by a percentage amount not to exceed the change in the Consumer Price Index (CPI) applicable to the Miami-Fort Lauderdale Consolidated Metropolitan Statistical Area in accordance with the terms of the Agreement.