



CITY OF NOVATO
CALIFORNIA

REQUEST FOR QUALIFICATIONS &
PROPOSAL

FOR

REAL ESTATE APPRAISAL SERVICES

DATE DUE: March 1, 2019

CONTACT: Michael L. Antwine II,
Assistant City Manager

REQUEST:

The City of Novato is seeking proposals from qualified consultants to provide real estate appraisals services for 27 city-owned facilities. The locations are listed below:

Essential City Facilities:

- 1) **City Hall/Council Chambers:** 901 Sherman Avenue, Novato CA **APN:153-062-11**
- 2) **City Administrative Offices:** 922 Machin Avenue, Novato CA **APN:153-062-17**
- 3) **City of Novato Police Department:** 909 Machin Avenue, Novato CA **APN:153-061-28**
- 4) **Downtown Recreation Center/Novato Gymnastics Center:** 950 Seventh Street, Novato CA **APN:141-271-34**
- 5) **Margaret Todd Senior Center:** 1560 (A, B, C) Hill Road, Novato CA **APN:140-281-09**
- 6) **Corporation Yard:** 550 (A, B, C) Davidson, Novato CA **APN:153-250-03**

City Operating Facilities:

- 7) **Hamilton Pool:** 203 El Bonito Ct, Novato CA **APN:157-690-53**
- 8) **Hamilton Gym & Bowling Alley:** 113 San Pablo Avenue, Novato CA **APN:157-690-53**
- 9) **Hamilton Theater:** 507 South Palm Drive, Novato CA **APN:157-690-47**
- 10) **Lu Sutton Child Care Trailers:** 1800 Center Road, Novato CA **APN:140-091-12**
- 11) **Hamilton Community Center:** 503 South Palm Drive, Novato CA **APN:157-690-47**
- 12) **Marin Valley Mobile Country Club (MVMCC):** 100 Marin Valley Dr, Novato CA **APN:155-400-03**
- 13) **Zenk Parking Lot:** 917 Reichert Ave, Novato CA **APN:153-063-10**

Vacant City-owned Properties:

- 14) **Simmons House:** 900 Sherman Avenue, Novato CA **APN:153-063-14**
- 15) **Hanen House:** 908 Sherman Avenue, Novato CA **APN:153-063-15**
- 16) **Community House:** 908 Machin Avenue, Novato CA **APN:153-062-12**
- 17) **Novato Human Needs Thrift Store:** 1523 So. Novato Blvd, Novato CA **APN:140-211-04**
- 18) **Carlile House:** 853 Reichert Avenue, Novato CA **APN:153-064-24**
- 19) **Scott House:** 917 Sherman Avenue, Novato CA **APN:153-062-16**
- 20) **Hamilton Field History Museum:** 555 Hangar Avenue, Novato CA **APN:157-690-24**

Special Use Property:

- 21) **Novato Theatre:** 924 Grant Avenue, Novato, Ca **APN:153-046-06 (List as separate line item)**

Leased City Facilities:

- 22) **Chamber of Commerce:** 807 E. De long Avenue, Novato, Ca **APN:153-064-24**
- 23) **Novato Arts Center – Main Building:** 500 Palm Drive, Novato CA **APN:157-690-14**
- 24) **Novato Arts Center – 781 Bldg:** 781 Hamilton Parkway, Novato CA **APN:157-690-14**
- 25) **Novato Arts Center – 789 Bldg:** 789 Hamilton Parkway, Novato CA **APN:157-690-14**
- 26) **Building 501 & 502-A:** 500 South Palm Drive, Novato CA **APN:157-690-14**
- 27) **Novato History Museum:** 815 DeLong Avenue, Novato CA **APN:153-064-22**

The purpose of this RFQ/P is to provide the City with one appraisal type for each of three specific types of uses for city-owned properties:

Property Type:

1. Essential (Core) Facilities
2. Operational Facilities
3. Special-use property
4. Leased City Facilities
5. Vacant City-owned Facilities

The first type of appraisal should use the "Highest and Best Use" appraisal methodology for property type 4 & 5. The second type of appraisal "Cost-Approach" appraisal for Land, Building and Use valuation for property types 1 & 2. The third type of appraisal required for property type 3 is an "Income Approach" appraisal for a Deed Restricted property for a Limited Purpose.

SCOPE:

The scope of work will include but not be limited to the following:

- 1) Provide current market value of City-owned properties based on current land-use, zoning and redevelopment highest-and-best use options.
- 2) Identify and document current conditions of all existing City-owned structures, including the structural integrity, physical state of each building, and compliance with modern building codes.
- 3) Assess and identify whether each of the buildings are serving their intended role, and if they are under or over-utilized in their current capacity.
- 4) Identify the replacement and/or renovation costs of each building, and make recommendations as to which (if any) buildings should be renovated, replaced, etc., as needed.
- 5) Identify any impediments with the sale or disposition of the property for the highest and best use intent.

Additionally, the Consultant is expected to meet with City staff to identify all reliable sources of existing data such as facility inventory lists, plans, maps, studies, etc. Where applicable, existing studies and reports will be provided to the consultant for incorporation into the final report.

The types of building systems surveyed may vary with each building and shall include, but are not limited to, the following systems:

- 1) **Site:** topography, drainage, access/egress, paving, curbing, parking, flatwork, utilities
- 2) **Exterior Systems:** foundation, roofs, walls, window systems, exterior doors, civil/structural components
- 3) **Fire/Life Safety Issues:** including hazards, alarms, and fire escapes
- 4) **Heating, Ventilation, and Air Conditioning:** including controls and terminal units
- 5) **Electrical:** including internal electrical distribution and back-up generators (if applicable)
- 6) **Plumbing Systems:** fixtures, supply, storm and sanitary sewer drainage, valving, irrigation
- 7) **Fire Protection**
- 8) **Specialized Construction and Outbuildings**
- 9) **Specialized Equipment and Systems**
- 10) **Elevator Systems** (if applicable)

Consultant is expected to generally address observed seismic deficiencies and general hazardous materials (lead, asbestos, etc.) conditions and or concerning environmental considerations, based on known/assumed age and type of construction for each facility. Specialized destructive seismic testing or hazardous material sampling/testing is not in the scope of this RFQ/P.

The consultant shall inspect all identified facilities to produce an accurate analysis that identifies all components and elements necessary to determine highest and best use valuation and any requiring maintenance, repair, and/or major capital investment that would reduce that valuation. It is anticipated that the consultant team will be an interdisciplinary team (potentially involving multiple firms) likely to include but not limited to: a California licensed Civil/Structural Engineer, Mechanical Engineer, Electrical Engineer, Architect and Appraiser, as appropriate.

The consultant will perform market analysis to determine a value range between low and high end of the property based on physical land only and a computation that includes improvements such as buildings and utilities, entitlements, etc.

The consultant will follow the State requirements and best practices for appraisal methodology.

At a minimum consultant shall gather the following information on each property:

- 1) **Property Characteristics:** an inventory of all building systems with each system component quantified as a count, an area, a length, and/or a height; whichever measurement is most appropriate for each system. Confirmation/validation of building area (square footage) shall be obtained during inspection.
- 2) **Age:** Identification/approximation of the year each system component was installed.
- 3) **Current Condition:** an assessment of the current condition of each system component and a determination of the level of repair necessary to restore or replace these components to achieve optimal condition.
- 4) **Facility Needs:** a summary of how each facility is being utilized, identifying whether it is over-or under-utilized and an analysis regarding the suitability of the facility to its current use.
- 5) **Historical Review:** a review of the age of the properties and comparison to any applicable local, state or federal registry.

For the purpose of this report, system components shall be defined along with a standard list of repairs and action levels for inspectors to choose from in rating each system condition. Action level recommendations and timelines shall be defined for individual components. Standard definitions and systems of actions are intended to provide a more accurate assessment of facilities.

PROPOSAL REQUIREMENTS AND FORMAT

If you have any questions regarding this RFQ/P, please email your questions to Bryan Lopez, Management Analyst II at blopez@novato.org or call 415-899-8923.

All submittals must follow the following format described herein. The City of Novato reserves the right to include any part of the submittals in the final agreement with the selected consultant.

Four (4) bound copies of the submittal, one (1) unbound, reproducible copy, and one digital PDF file submitted either by CD/USB formatted in PC format or by email [blopez@novato.org]. The proposals shall

be submitted to the City of Novato, Attention: Michael L. Antwine II, Assistant City Manager, 922 Machin Avenue, Novato, Ca 94945

Each submittal shall contain no more than 10 double-sided 8 ½ x 11 pages (not counting dividers, exhibits, and any relevant appendices). Font shall be no less than 10pt. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11" x 17".

Submittals must include the following components:

- 1) Cover Letter/ Executive Summary
- 2) Experience and Qualifications of Consultant/Team Members
- 3) Understanding of Project Scope
- 4) Commitment to Project Budget & Detailed Work Plan
- 5) Delivery Schedule and Timeline
- 6) Reference Review

PUBLIC RECORDS

This document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature

PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City.