



Request for Quotes Appraisal Services January 2025

Introduction

The City of Elkhart's Redevelopment Commission and the Department of Development Services are soliciting quotes from qualified appraisers for appraisals on an ongoing, as-needed basis through December 2027.

Qualifications

Must be qualified to conduct the appraisal being requested.

Services

1) Residential Appraisals

In your proposal, please include estimated costs for the following residential appraisals:

- a. Vacant land
- b. Residential property (exterior only)
- c. Residential property (interior and exterior)
- d. Multi-family property (two to four units)
- e. Multi-family property (over four units or more)

2) Commercial and Industrial Appraisers

Please include estimated costs for commercial and industrial appraisals

Please provide a standard cost for each of the above services. You may provide a range, depending on the type of assignment and size of the property.

Completion Time

Once a contract is in place, appraisals shall be completed no later than thirty (30) days after issuing a request for an appraisal.

Quote Requirements:

Submit the quote in a clear and legible format no later than **March 11, 2025** to Sherry Weber, 229 S Second Street, Elkhart, IN 46516 or electronically to sherry.weber@coei.org. Quotes must be complete in all respects; incomplete quotes will not be considered.

All materials submitted become the property of the Elkhart Redevelopment Commission.

All applicants must:

- Provide a brief resume with years of experience
- Provide a list of references

- Provide a per property cost for each of the required services

The Commission reserves the right to reject any or all quotes and to disregard any informality in the submittal when, in the Commission's opinion, the best interest of the City will be served thereby. The Commission reserves the right to accept any submittal and/or any part thereof.

Evaluation Criteria:

In reviewing and evaluating quotes, the Redevelopment Commission and Development Services staff will consider the following:

- Completeness of the quote
- Ability to perform the scope of work as determined by a review of resume and references
- Cost of the services
- Local businesses will receive preference

Contract and Terms:

Once the Commission reviews and approves quotes, contracts will be negotiated with the appraisal companies. It is anticipated contracts will be awarded after the March 11th Redevelopment Commission meeting. Contract will be valid until approximately December 2027.

Submit quotes no later than March 3rd to:

Sherry Weber
City of Elkhart
Development Service Department
229 South Second Street, Elkhart
(574) 522-4855
sherry.weber@coei.org