

# WASHINGTON COUNTIES RISK POOL

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Created by Counties for Counties



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## REQUEST FOR PROPOSALS – Property Valuation Appraisal Services

**PROPOSAL DEADLINE: August 31st, 5:00 pm PST**

### **Introduction:**

In an effort to maintain an accurate and up-to-date statement of insurable property values, the Washington Counties Risk Pool (WCRP) is seeking proposals from qualified firms to perform property valuation appraisal services of select county-owned properties, located throughout Washington, and covered through the WCRP's property insurance program.

The contract should include an initial one-year term and allow for two (2) optional contract extensions. The optional contract extensions should include pricing that accounts for annual inflation and increased costs.

Based on the proposals submitted, the WCRP will evaluate and select the firm that best meets the requirements for this project.

### **Purpose and Overview:**

- The WCRP is a self-insured, self-funded governmental risk management pool formed under RCW 48.62 and RCW 35.34.
- For the upcoming fiscal year, 25 of Washington's counties will participate in the Pool, which provides risk management, claims handling, and the group purchase of property, cyber and liability excess, and reinsurance.
- The Risk Pool currently has approximately \$3.6 billion in property assets covered through the Property Program, with \$3.2 billion accounting for approximately 2,600 buildings.

### **Scope of Work:**

- The selected firm will deliver timely and accurate comprehensive appraisal services of multiple county buildings, contents, and property in the open, located throughout Washington State.
- The initial one-year contract will include approximately 400 buildings listed on our Statement of Values that are valued at or over \$1 million dollars. A current Statement of Values will be provided as a separate document to assist with estimating the cost of the appraisal project.
- The valuation report should include, at a minimum, all the following information:

- Replacement Cost
  - Reproduction Cost (if applicable)
  - Actual Cash Value
  - Exclusion Amount (typically not covered by property insurance)
  - Year Built
  - Location/Address
  - Construction Type
  - Number of Floors
  - Elevation and flood risk exposure analysis
  - Roof Type
  - Square Footage
  - Fire Protection (sprinklers, extinguishers, alarms)
  - Modeled Contents Value of machinery, equipment, furniture, computer infrastructure, on a replacement cost and actual cash value basis.
- All interested firms will be provided with our current Statement of Values and all proposals should include a proposed timeline of the appraisal process, including anticipated on-site work and delivery of final appraisals reports.
  - Appraisals may include utility facilities, substations, water/sewer treatment facilities, pump/lift stations along with other properties listed on the Statement of Values.
  - The services requested may be modified by written amendment, as necessary to fulfill the intent of this project.

**Qualifications of Firm:**

- The selected firm will be licensed to do business in the State of Washington or provide proof that it will be licensed within 30 calendar days from the date of the proposal submission.
- The firm shall have been in business for five years performing services related to the services stated herein.
- The firm should provide a list of staff and key personnel that will be responsible for the completion of this assignment.

**Information Requested from Firm:**

- Provide a list of clients/references and describe the services provided to said references, including clients that are similar to the WCRP.
- Provide the firms history of expertise in reproduction property appraisals.
- Provide a list of other services the firm will provide to the WCRP that may differentiate itself from other firms submitting proposals.
- Provide a list of personnel who will be assigned to this project, including but not limited to, the project manager and key staff during the contract period.
- Provide a pricing structure and proposed timeline for the proposed work that will be completed as outlined in the Scope of Work section.

- A statement confirming the firm's independence from the WCRP, and its employees is required.
- Submission of an acceptable plan for accomplishing the work including the estimated time frame for completion of the project as outlined in the Scope of Work section.

### **Mandatory Requirements:**

- Insurance Requirements
  - Contractor shall procure and maintain at their own expense, the following insurance against claims for injuries or damage to property, or other claims which may arise from, or in connection with, the performance of this contract by the contractor, sub-agents, sub-contractors, representatives, or employees of the firm. The following insurance requirements shall be maintained throughout the contract period:
    - *Commercial General Liability Insurance* - Not less than \$2,000,000 per occurrence limit.
    - *Business Automobile Liability Insurance* – Not less than \$1,000,000 per occurrence limit for property damage and bodily/personal injury.
    - *Professional Liability Insurance* – Not less than \$2,000,000 per occurrence limit.

Subject to approval by the WCRP, if any of the above required insurance coverages are provided on a claims-made policy form, the firm shall at its own expense purchase extended reporting period coverage for a period of not less than three (3) years following the completion of the contract.

### **Contract for Services:**

The WCRP's intent is to contract with a single service provider for the duration of the contract period. The agreement shall commence on the date of the contract award and will be for a one-year period, with two (2) optional one-year extensions that is agreeable to both the WCRP and the selected firm. At the expiration of the first one-year term, the parties will decide whether to execute and extend the contract into the optional one-year period. The same process will occur at the end of the second contract year to determine if there is mutual agreement to contract for the optional third contract year.

### **Selection Process and Timeline:**

Interested parties should submit proposals by the deadline noted in the timeline below. Proposals may be electronically mailed to the Point of Contact identified below, or may be sent via regular US mail, postmarked by 5:00 pm on August 31, 2022.

The contract will be awarded to the firm which meets the submission requirements and has been deemed to best fulfill the needs of the WCRP. The following timeline will be followed closely by the WCRP selection committee.

<b>Publish RFP:</b>	<b>August 12, 2022</b>
<b>Submission Deadline:</b>	<b>August 31, 2022, 5:00 pm PST</b>
<b>Interviews:</b>	<b>September 6-9, 2022 (on an as needed basis)</b>
<b>Contract Awarded:</b>	<b>On or before September 19<sup>th</sup>, 2022</b>
<b>Point of Contact:</b>	<a href="mailto:risk-claims@wcrp.wa.gov"><u>risk-claims@wcrp.wa.gov</u></a>

Any firm interested in submitting a proposal which finds discrepancies in or omissions from this RFP, or if there are any doubts as to the true meaning, the firm should request interpretation, clarification, or correction prior to the submission deadline.