



July 7, 2022

The **City of North Olmsted** is seeking request for proposals (RFP) **due on Thursday, August 25, 2022 at 4:00 PM**, from industry professionals to perform a valuation of all City buildings and content property to update replacement costs for property and casualty insurance purposes.

Work is to be completed by a qualified professional/firm and is required to provide applicable, appropriate records and finalized reports completed and accepted by the city on or before December 1, 2022.

Project Scope

The purpose of the project is to establish an independent, professional opinion of the insurable value of the property appraised and to provide proof of documentation of said value with a report that summarizes each building and its content classified by type, location and area. Performed by a qualified professional/firm, this would be considered a first time appraisal, then the intent would be to perform updates on a three-year cycle. Please provide the costs individually for the first time appraisal and the first renewal to be done Spring 2025 and every three years thereafter. See **Background Information** for the listing of locations.

Deliverables

Comprehensive Insurance Replacement Cost Valuation appraisal including the Opinion of insurable value by a qualified appraiser for City of North Olmsted buildings, content, etc. along with a report showing detailed and summary of the buildings' fixed and moveable contents and City's insurable property listing both replacement cost values and sound value/actual cash values.

RFP Evaluation and Submission Process

The proposals will be evaluated based on the following:

- Understanding the project scope. Quality and strength of the responsiveness of the RFP - 30 points
- Experience with similar projects including cost and references - 20 points
- Level of quality and experience of the firm and the actual team performing the work - 20 points
- Availability and capacity necessary to meet the December 1, 2022 deadline - 15 points
- Project budget and cost - 15 points

Any questions are required to be asked in writing and sent to the email listed below. Both the question and answer will be distributed to all those who have expressed an interest in this proposal.

Responses shall be no longer than a total of 20 written pages in length, including cover page. Detailed resumes, any report examples, and sample agreement should be included as separate attachments and are not included in the 20-page limit. It must be in a pdf format.

All proposals are to be submitted electronically via email to the city contact provided below on or before **4:00 PM local time on Thursday, August 25, 2022.**

City of North Olmsted
Attention: Carrie B. Copfer
5200 Dover Center Road
North Olmsted, OH 44070
copferc@north-olmsted.com

The City of North Olmsted reserves the right to reject any or all proposals and to award the proposer who the City determines is most qualified and whose contract is in the best interest of the City.

Background Information

City of North Olmsted buildings and contents includes, but may not be limited to, city hall, service garages and campus facilities, waste water treatment plant and system lift stations, police station, two fire stations, recreation center and park facilities, Springvale Golf Course & Ballroom, senior center, community cabin, Old Town Hall, food pantry and cemeteries, as well as various other locations and facilities

The addresses include, but are not limited to:

5200 Dover Center Road City Hall (including two service garages and Old Town Hall)
24291 Lorain Road - Fire Station 1
29374 Lorain Road - Fire Station 2
26000 Lorain Road - Recreation Center
27234 Lorain Road - Police Department
28114 Lorain Road - Community Cabin and Senior Center
23775 Mastick Road - WasteWater Treatment Plant
5871 Canterbury Road - Springvale Golf Course & Ballroom
26272 Butternut Ridge Road - Oxcart Pantry