

REQUEST FOR PROPOSALS (RFP)

Commercial Land Valuation Services

Issued by: Emery County, Utah

RFP Number: EC-APP-2026-03

Issue Date: March 9, 2026

Proposal Due Date: March 27, 2026, 5:00 p.m. MT

Submission Method: Electronic and/or Sealed Hard Copy (as specified below)

1. INTRODUCTION AND PURPOSE

Emery County, Utah ("County") is requesting proposals from qualified, state-certified general appraisers to provide commercial land appraisal services for County-owned, County-leased, and other properties as requested by the County. The County intends to establish a pool of qualified appraisers that may be used on an as-needed basis for a contract term defined herein.

Appraisals will be used for purposes that may include, but are not limited to: acquisition, disposition, lease negotiations, right-of-way valuation, litigation support, land use planning, and financial reporting.

2. SCOPE OF SERVICES

The selected firm(s) shall provide professional commercial appraisal services that may include the following:

- Appraisal of vacant commercial and industrial land
- Appraisal of agricultural land with commercial or industrial potential
- Appraisal of improved commercial or industrial properties
- Market value, retrospective value, and prospective value opinions
- Appraisals compliant with the Uniform Standards of Professional Appraisal Practice (USPAP)
- Preparation of written appraisal reports suitable for public records and potential legal proceedings
- Attendance at meetings, hearings, or court proceedings when required
- Mandatory attendance at Emery County Board of Equalization meetings to present, explain, and defend appraisal methodologies, assumptions, and concluded values when properties appraised under this contract are under review
- Consultation services related to land valuation, highest and best use analysis, and market trends

Specific Project Requirements

As part of this RFP, the County anticipates the following work elements. These quantities are estimates and may be adjusted by the County as needed:

- Reappraisal of commercial properties located in the municipalities of Ferron and Emery
- Appraisal of newly created or newly identified commercial parcels
- Review and valuation of commercial properties associated with new building permits, including coordination with County building permit records
- Completion of a market analysis to develop valuation multipliers applicable to remaining commercial properties throughout Emery County
- Appraisal of approximately 37 improved commercial buildings and associated land
- Appraisal of approximately 9 vacant commercial land parcels
- Valuation related to approximately 12 commercial building permits
- Appraisal and valuation support for approximately 3 parcel segregations and/or combinations

Properties may be located throughout Emery County and may include rural, remote, or resource-adjacent lands.

3. MINIMUM QUALIFICATIONS

Proposing firms or individuals must meet the following minimum qualifications:

- Hold a current Utah State Certified General Appraiser license in good standing
- Demonstrated experience appraising commercial and industrial land in rural or western states
- Experience with public-sector appraisal assignments
- Ability to meet County timelines and reporting standards
- Maintain professional liability (errors and omissions) insurance

4. PROPOSAL REQUIREMENTS

Proposals shall include the following information, organized in the order listed:

A. Cover Letter

- Firm name, address, and contact information
- Name and qualifications of the primary appraiser
- Statement of interest and availability

B. Firm Qualifications and Experience

- Description of the firm and years in business
- Licenses and certifications
- Relevant appraisal experience, particularly with counties or governmental entities
- Résumé(s) of key personnel

C. Technical Approach

- Description of appraisal methodologies typically used
- Familiarity with rural, agricultural, energy-adjacent, and resource lands
- Quality control and review procedures

D. Fee Schedule

- Proposed fee structure (hourly rates and/or typical flat fees)
- Travel costs, if applicable
- Any additional charges

E. References

- At least three (3) references from similar appraisal engagements

5. CONTRACT TERM

The County anticipates awarding one or more contracts with an initial term of three (3) years, with the option to renew annually upon mutual agreement and satisfactory performance.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Qualifications and experience (30%)
- Understanding of scope and technical approach (25%)
- Fee structure and cost effectiveness (20%)
- Experience with public-sector or rural land appraisals (15%)
- References and past performance (10%)

The County reserves the right to interview proposers, request additional information, or negotiate final terms.

7. SUBMISSION INSTRUCTIONS

Proposals must be received by the County no later than the date and time listed above.

Submit proposals to:
Emery County Clerk/Auditor
P.O. Box
Castle Dale, Utah
BrendaT@emery.utah.gov

Late proposals may be rejected.

8. GENERAL TERMS AND CONDITIONS

- The County reserves the right to reject any or all proposals
- The County is not responsible for costs incurred in proposal preparation
- All submitted proposals become public records subject to applicable law
- Selected appraisers must comply with all applicable federal, state, and local laws
- Contract award is contingent upon approval by the Emery County Commission

9. QUESTIONS AND ADDENDA

Questions regarding this RFP must be submitted in writing to the County contact listed above no later than March 27, 2026, 5:00 P.M. MT. Responses and any addenda will be issued in writing.
