



REQUEST FOR PROPOSAL (RFP)

Commercial Real Estate Appraisal Services

Issued By:

Valley Central School District
944 State Route 17K
Montgomery, New York 12549

Brad Conklin, Assistant Superintendent for Business
brad.conklin@vcsdny.org | (845) 457-2400 Ext. 18122

RFP Issuance Date: December 17, 2025

Proposal Due Date: January 23, 2026, 2:30 PM

Background

Walden Elementary School, located at 75 Orchard Street in the Village of Walden, was constructed in 1926 and currently serves approximately 450 students in grades K–5. The facility's age, limited acreage (2.3 acres), and overall site constraints significantly impact instructional programming, circulation, and daily operations.

To evaluate long-term options for addressing these challenges, the Board of Education initiated a multi-phase feasibility study that included facility assessments, review of renovation and new-construction alternatives, community engagement, and an equity comparison with other District elementary schools. After reviewing the completed study and related feedback, the Board of Education voted to pursue construction of a new Walden Elementary School on a new site. The next stage of planning requires the identification and evaluation of potential properties appropriate for development of a new elementary school facility.

To support this effort, the Valley Central School District (VCSD) is soliciting sealed proposals from qualified commercial real estate appraisal firms. The selected firm will provide appraisal services for (1) the existing Walden Elementary School property and (2) one or more prospective properties identified through a real estate search as potential sites for the new school. The planned facility will serve approximately 540 students in grades K–5, and any candidate site must meet applicable New York State Education Department (NYSED) site standards and regulations. Appraisal services obtained through this solicitation will support ongoing planning, preliminary submissions to NYSED, and future Board and community decision-making.

Scope of Work

The Valley Central School District (VCSD) seeks qualified commercial real estate appraisal firms to provide appraisal and related consulting services.

The selected firm(s) shall provide professional services in support of VCSD's real property transactions related to the potential acquisition of property for the construction of a new elementary school and valuation of existing District-owned facilities. Appraisals must meet applicable industry standards.

General Requirements

All appraisal services shall include, at minimum:

- Inspection of the subject property.
- Meetings with property owners or representatives as needed.
- Collection and analysis of relevant property data.
- Identification and analysis of comparable sales and/or leases, or other accepted valuation methodologies when comparables are not appropriate.
- Preparation of a written report detailing the appraiser's conclusions regarding fair market value.
- Full explanation of adjustments, supported with narrative and graphic summaries.

VCSD will rely on the professional judgment of the appraiser and does not intend to direct valuation methods. The appraiser is expected to keep VCSD informed of progress, respond to inquiries, and provide timely clarifications or corrections when requested.

Specific Services

1. Commercial Building Appraisal: The appraiser will be required to prepare a full appraisal report for Walden Elementary School.

2. Vacant Land Appraisal:

The appraiser will be required to prepare full appraisal reports establishing the fair market value for land owned by other parties under consideration for acquisition.

3. Limited (Letter) Appraisal Reports

When appropriate, VCSD may request limited-scope evaluations that provide a concise determination of fair market value for a parcel or space. These reports must still comply with applicable appraisal standards for limited assignments.

4. Consulting and Advisory Services

Following submission of appraisal reports, the appraiser shall:

- Make qualified personnel available to respond to VCSD questions.
- Participate in meetings or presentations as requested.

5. Easement Valuations

The appraiser may be required to:

- Estimate the market value of permanent or temporary easements.
- Analyze impacts on the encumbered property, including "before and after" valuation where appropriate.
- Evaluate properties burdened by easements for marketability and value implications.

Report Requirements

All appraisal reports shall:

- Be delivered electronically; hard copies shall be provided upon request.
- Include digitized photographs of subject and comparable properties.

All documents and data gathered during the appraisal assignment must be submitted with the final report. Reports should be completed within two (2) weeks of assignment unless otherwise agreed; in no case shall reports exceed four (4) weeks from assignment.

Overall Objective

The District requires expert, defensible valuation services to support a cost-effective and legally

compliant site acquisition process for the future Walden Elementary School, along with potential valuation needs for other District transactions.

Proposal Requirements

All proposals must include the following elements, presented in the order listed below:

1. Letter of Interest

A brief letter indicating the firm's interest in providing appraisal services to VCSD and acknowledging understanding of the scope and requirements of this RFP.

2. Firm Profile and Qualifications

- Overview of the firm, including size, history, and areas of specialization.
- Relevant experience with public school districts, municipalities, or institutional real estate acquisitions.
- Licenses, certifications, and professional designations of personnel who will conduct the appraisals.

3. Fee Proposal

- Clearly defined fee structure (hourly, flat-rate pricing, or other billing models).
- Identification of any additional costs or reimbursable expenses.
- Estimated total cost for providing the appraisal services requested in this RFP.

4. References

- Contact information for at least three clients for whom similar services were provided.
- Description of the appraisal work performed for each reference.

Minimum Qualifications

Firms submitting proposals must meet the following minimum qualifications:

Licensed Appraiser:

The appraisal work must be performed by a New York State Certified General Real Estate Appraiser in good standing.

Insurance Requirements:

The successful bidder shall maintain insurance coverage as detailed in Attachment C throughout the contract term and shall provide a certificate of insurance to the District that meets the insurance requirements. The District shall be named as an additional insured on the general liability policy.

Hold Harmless

The successful bidder shall defend, indemnify, and hold harmless the District, its Board of Education, officers, employees, and agents from and against any and all claims, damages, losses, and expenses arising out of or resulting from the vendor's performance under this contract.

Relevant Experience:

Demonstrated experience completing commercial building appraisals, vacant land appraisals, and easement valuations within New York State.

Familiarity with Public Sector Requirements:

Experience working with school districts, municipalities, or other public entities, including knowledge of appraisal standards applicable to public land acquisition is preferred but not required.

Capacity and Availability:

Ability to complete assignments within the required turnaround time of two (2) to four (4) weeks, as stated in the Scope of Work.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Qualifications and Experience

Demonstrated capability and experience in providing commercial and land appraisal services.

Fee Structure and Cost Effectiveness

Clarity and competitiveness of the fee proposal.

Licensure and Professional Standing

Credentials, certifications, and professional standing of individuals who will perform the appraisal work.

References and Past Performance

Quality and relevance of references and the proposer's track record on comparable assignments.

The District reserves the right to conduct interviews and request additional information. Firms should be prepared to be available for interviews between January 26-30, 2026.

Submission Instructions**Deadline:**

All proposals must be received no later than January 23, 2026 at 2:30 PM.

Format:

Submit one (1) original and one (1) copy of the proposal.

Delivery Address:

Valley Central School District
Attn: Brad Conklin, Assistant Superintendent for Business
944 State Route 17K
Montgomery, New York 12549

Proposals must be clearly labeled:

"RFP: Appraisal Services – Valley Central School District"

Late submissions will not be considered.

Additional Information and Conditions

- The District reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal that is in the best interest of the District.
- Issuance of this RFP does not obligate the District to award a contract.
- All proposal materials become the property of the District upon submission.
- Any costs incurred in preparing or submitting a proposal are solely the responsibility of the proposer.

Inquiries

All questions regarding this RFP must be submitted in writing no later than January 9, 2026 to:

Brad Conklin
Assistant Superintendent for Business
Email: brad.conklin@vcsdny.org

Responses to all RFP document inquiries will be distributed to all parties who have received the RFP and posted on the District website.

Attachment A
Non-Collusion Certification

NON-COLLUSIVE BIDDING CERTIFICATION

(Required by Section 103-d of the New York State General Municipal Law)

By submission of this proposal, the undersigned certifies, under penalty of perjury, that:

1. The prices in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or competitor;
2. Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening of proposals, directly or indirectly, to any other proposer or competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership, corporation, or firm to submit or not submit a proposal for the purpose of restricting competition.

Company Name: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____

Date: _____

Sworn to before me this _____ day of _____, 20____

Notary Public Signature: _____

My Commission Expires: _____

Attachment B
Iran Divestment Act Certification

IRAN DIVESTMENT ACT COMPLIANCE CERTIFICATION
(Required by New York State General Municipal Law §103-g)

By submission of this proposal, the undersigned certifies that:

1. The proposer is not identified on the list created and maintained by the New York State Office of General Services (OGS) pursuant to the Iran Divestment Act of 2012;
2. The proposer is not engaged in investment activities in Iran as defined by the Act; and
3. The proposer shall not, during the term of any contract with the Valley Central School District, engage in activities that would cause it to appear on the OGS list.

The proposer understands that providing false certification or failing to notify the District if the certification becomes false during the contract term may result in termination of the contract and other legal remedies available to the District.

Company Name: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____

Date: _____

Attachment C

INSURANCE REQUIREMENTS - PROFESSIONAL CONSULTANTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.

At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 Medical Expense
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. **Umbrella/Excess Insurance**

\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.

6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The professional consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.