



REQUEST FOR PROPOSAL

Commercial Real Estate Services
Valley Central School District
944 State Route 17K
Montgomery, New York 12549

Release Date: April 2, 2026
Final Questions Due:.....April 15, 2026, 3:00 p.m.
Final Addenda:..... April 17, 2026
Due Date:April 24, 2026 2:15 p.m.
Anticipated Award Date: May 11, 2026

NOTICE TO PROPOSERS:

The Valley Central School District hereby invites the submission of sealed proposals from qualified firms for the following:

Request for Proposal (RFP): RFP-VC – Commercial Real Estate Services

Proposals will be received by the Valley Central School District until 2:15 p.m. on Friday, April 24, 2026, at the location identified below. Proposals will not be publicly opened. Evaluation of proposals will be conducted in accordance with the criteria set forth in this Request for Proposal. This Request for Proposals is issued for professional services, and selection is not based on the lowest price, but rather on qualifications, experience, and overall value to the District, consistent with applicable provisions of New York State law.

Submission Location:

Valley Central School District
Administration Building
944 State Route 17K
Montgomery, NY 12549

Any proposal received after the date and time specified above, for any reason, shall be deemed late and will not be opened or considered for award.

PROPOSAL DISTRIBUTION

Proposal documents may be requested by emailing Jennifer Thompson at:

Jennifer.Thompson@vcsdny.org

The only official sources for this Request for Proposal are:

The Valley Central School District Business Office; and the Valley Central School District website.

Proposers who obtain this RFP from any source other than those listed above are strongly encouraged to contact the District to obtain an official copy. Proposers who are not registered with the District are not guaranteed receipt of addenda or other critical proposal-related communications. Failure to submit a proposal using official proposal documents may result in disqualification.

PROPOSAL DUE DATE

All proposal submissions must be received by the District no later than:
April 24, 2026 at 2:00 p.m.

Valley Central School District
By: Brad Conklin, Assistant Superintendent of Business and Deputy District Clerk

Terminology Clarification: *This solicitation constitutes a Request for Proposals (RFP). All submissions in response to this solicitation shall be considered proposals, and all responding firms shall be considered proposers. Selection under this RFP shall be based on evaluation criteria established by the District and is not governed by the lowest-price competitive bidding requirements of New York State General Municipal Law §103.*

SECTION I – 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 equity comparisons with other District elementary schools. Following review of the completed study and related input, the Board of Education voted to pursue construction of a new Walden Elementary School on a new site.

SECTION II – PURPOSE OF THE RFP

The next phase of planning requires identifying and evaluating potential properties suitable for development of a new elementary school facility.

The District is soliciting sealed proposals from qualified commercial real estate appraisal firms to provide professional appraisal and related consulting services for:

1. The existing Walden Elementary School property; and
2. One or more prospective properties identified as potential sites for construction of a new elementary school.

The planned facility will serve approximately 540 students in grades K–5, and any candidate site must comply with applicable New York State Education Department (NYSED) standards and regulations. Appraisal services obtained through this RFP will support District planning efforts, preliminary NYSED submissions, and future Board of Education and community decision-making.

SECTION III – SCOPE OF WORK

The District seeks qualified firms to provide commercial real estate appraisal and consulting services in support of potential real property transactions. All appraisal services must meet applicable industry standards.

GENERAL REQUIREMENTS

At a minimum, appraisal services shall include:

- 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 appraisal report detailing conclusions regarding fair market value
- Full explanation of valuation adjustments, supported by narrative and graphic summaries

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

SPECIFIC SERVICES

1. Commercial Building Appraisal

Preparation of a full appraisal report for Walden Elementary School.

2. Vacant Land Appraisal

Preparation of full appraisal reports establishing fair market value for one or more properties under consideration for acquisition.

3. Limited (Letter) Appraisal Reports

When appropriate, limited-scope evaluations providing concise determinations of fair market value. All such evaluations must comply with applicable appraisal standards.

4. Consulting and Advisory Services

Following submission of appraisal reports, the firm shall:

- Make qualified personnel available to respond to District questions
- Participate in meetings or presentations upon request

5. Easement Valuations

As required, the appraiser may be asked to:

- Estimate the value of permanent or temporary easements
- Analyze impacts on encumbered properties, including before-and-after valuations
- Evaluate marketability and value implications of properties burdened by easements

REPORT REQUIREMENTS

All appraisal reports shall:

- Be delivered electronically (hard copies provided upon request)
- Include digitized photographs of subject and comparable properties

All documents and data collected during the appraisal assignment shall be submitted with the final report.

Reports are expected to be completed within two (2) weeks of assignment unless otherwise agreed, and in no case shall exceed four (4) weeks from assignment.

SECTION IV – PROPOSAL REQUIREMENTS

Proposals must include the following components, organized in the order listed below:

1. Letter of Interest

A brief letter indicating the firm's interest and acknowledgment of the RFP requirements.

2. Firm Profile and Qualifications
 - Overview of firm history, size, and areas of specialization
 - Relevant experience with school districts, municipalities, or institutional real estate
 - Licenses, certifications, and professional designations of assigned personnel
3. Fee Proposal
 - Clearly defined fee structure (hourly, flat-rate, or other)
 - Identification of any reimbursable expenses
 - Estimated total cost for services requested
4. References
 - Contact information for at least three clients
 - Description of comparable appraisal work performed

SECTION V – MINIMUM QUALIFICATIONS

Proposing firms must demonstrate:

- New York State Licensed Certified General Real Estate Appraiser in good standing
- Demonstrated experience in commercial building, vacant land, and easement valuations
- Familiarity with public sector appraisal requirements (preferred)
- Capacity to meet required turnaround time (2–4 weeks)

Insurance Requirements

The successful proposer shall maintain insurance coverage as outlined in Attachment B and name the District as an additional insured on the general liability policy.

Hold Harmless

The successful proposer shall defend, indemnify, and hold harmless the District, Board of Education, officers, employees, and agents from any claims arising from performance under the contract.

SECTION VI – EVALUATION CRITERIA

Proposals will be evaluated based on, but not limited to, the following criteria:

- Qualifications and experience
- Fee structure and cost effectiveness
- Licensure and professional standing
- References and past performance

The District reserves the right to conduct interviews and request additional information. Firms should be available for interviews between April 27–30, 2026.

SECTION VII – SUBMISSION INSTRUCTIONS

Proposal Deadline

April 24, 2026 at 2:15 PM

Format

Submit one (1) original and one (1) copy.

Delivery Address

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

Proposals must be clearly labeled:

“RFP: Commercial Real Estate Appraisal Services – Proposals Due April 24, 2026”

Late submissions will not be considered.

SECTION VIII – ADDITIONAL TERMS AND CONDITIONS

- The District reserves the right to reject any or all proposals
- Issuance of this RFP does not obligate contract award
- Proposal materials become the property of the District
- Proposal preparation costs are the sole responsibility of the proposer

SECTION IX – INQUIRIES

All questions regarding this RFP must be submitted in writing no later than April 15, 2026, to:
Brad Conklin
Assistant Superintendent for Business
brad.conklin@vcsdny.org

Responses will be distributed to all recipients of the RFP

ATTACHMENT A – PROPOSER COVER SHEET

REQUEST FOR PROPOSAL RFP-VC – Commercial Real Estate Services
PROPOSALS TO BE OPENED: April 24, 2026
TIME: 2:15 PM

PROPOSER INFORMATION

Name of Proposer: _____

Address: _____

Telephone: _____

Email: _____

PROPOSAL SUBMISSION LOCATION

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

AUTHORIZED REPRESENTATIVE

The undersigned certifies that they are authorized to submit this bid on behalf of the Proposer and that the information provided herein is true and complete.

Name: _____

Title: _____

Signature: _____

Date: _____

DELIVERY DATE / TIME

(For District Use Only): _____

ATTACHMENT B-INSURANCE REQUIREMENTS

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.

**ATTACHMENT C- PROPOSAL CERTIFICATION & NON-COLLUSION PROPOSAL
CERTIFICATION**

Firm Name: _____
Business Address: _____
Telephone Number: _____
Date of Proposal: _____

General Proposal Certification

The Proposer certifies that he/she will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed in this proposal.

Non-Collusive Proposal Certification

By submission of this proposal, the Bidder certifies compliance with Section 103-d of the New York State General Municipal Law, as follows:

Statement of Non-Collusion:

Every bid or proposal made to a political subdivision of the State, or to any public department, agency, or official thereof, where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed as true under the penalties of perjury:

Non-Collusive Bidding Certification:

By submission of this bid, each bidder, and each person signing on behalf of any bidder, certifies (and in the case of a joint bid, each party certifies as to its own organization), under penalty of perjury, that to the best of his/her knowledge and belief:

1. Independent Pricing
The prices in this bid 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 bidder or competitor.
2. No Prior Disclosure
Unless otherwise required by law, the prices quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed prior to bid opening, directly or indirectly, to any other bidder or competitor.
3. No Bid Suppression
No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or refrain from submitting a bid for the purpose of restricting competition.

A bid shall not be considered for award, nor shall any award be made, where the foregoing certifications have not been complied with; provided, however, that if a bidder cannot make the

foregoing certification, the bidder shall submit, with the bid, a signed statement setting forth in detail the reasons therefor. Where such disclosure is required, the bid shall not be considered for award unless the head of the purchasing unit, or his/her designee, determines that the disclosure was not made for the purpose of restricting competition.

The fact that a bidder:

- (a) has published price lists, rates, or tariffs covering the items being procured;
- (b) has informed prospective customers of pending or proposed publication of new or revised price lists; or
- (c) has sold the same items to other customers at the same prices being bid

shall not, without more, constitute a disclosure within the meaning of the non-collusion provisions.

Corporate Authorization:

Any bid submitted by a corporate bidder shall be deemed to have been duly authorized by the bidder's Board of Directors. Such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of this non-collusion certification as the act and deed of the corporation.

Name: _____

Title: _____

Signature: _____

Date: _____

**ATTACHMENT D- CERTIFICATE OF COMPLIANCE WITH THE IRAN
DIVESTMENT ACT OF 2012**

VALLEY CENTRAL SCHOOL
DISTRICT
944 STATE ROUTE 17K
MONTGOMERY, NEW
YORK 12549

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT
OF 2012
(NY GENERAL MUNICIPAL LAW SECTION 103-G AND NYS FINANCE LAW
SECTION 165-a)**

By submission of this proposal, each proposer and each person signing on behalf of any proposal certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

The undersigned, _____ (Name of Authorized
Proposer Signatory), make the foregoing certification, as the _____
(Title of Authorized Proposer Signatory), of _____
_____ (Name of Proposer),
knowing that the Valley Central School District, to which the accompanying bid or
proposal is submitted, will rely upon my certification.

(Signature)

Sworn to before me on this
_____ day of _____, 20__.

NOTARY PUBLIC

ATTACHMENT E- REFERENCES

Minimum of three (3) references that you have worked with in the last five (5) years.

REFERENCE NO. 1

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____

CONTACT: _____

REFERENCE NO. 2

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____

CONTACT: _____

REFERENCE NO. 3

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____

CONTACT: _____