



## FINANCE DEPARTMENT

**DATE:** November 30, 2016  
**FROM:** Sheila Hillman *SH*  
**ITEM:** Contract for Commercial Appraisal Services

### REQUEST

Consider approval of a contract for appraisal services for commercial properties with Vanguard Appraisals, Inc.

Please place this item on the December 13, 2016 City Commission meeting.

### BACKGROUND INFORMATION

Assessing is currently in the process of converting our property data base to the new Vanguard Computer Assisted Mass Appraisal (CAMA) system. The City also has to complete all of the 2017 assessments by the NDCC deadline of February 1 of 2017. Since 2013 we have used Vanguard's appraisal services to assist in the valuation of the properties to help address staff turnover and continued growth in the City. The request is to continue to use Vanguard appraisal services to assist with the commercial appraisals and help provide timely completion of the valuations. Attached is the proposed contract for services. Vanguard will appraise 37 commercial properties which include the review of a number of existing properties as well as the completion of the valuation for the new properties. Based on their hourly rate of \$135, the estimated cost is \$20,000 and will be based on actual hours.

### RECOMMENDED CITY COMMISSION ACTION

Approve the contract for appraisal services for commercial properties with Vanguard Appraisals, Inc.

## STAFF CONTACT INFORMATION

Sheila Hillman: [shillman@bismarcknd.gov](mailto:shillman@bismarcknd.gov) or 355-1600

Attachment

## CONTRACT AND SPECIFICATIONS FOR ANNUAL MAINTENANCE OF REAL PROPERTY CHANGES FOR THE CITY OF BISMARCK, NORTH DAKOTA

All services are to be performed by Vanguard Appraisals, Inc. The term of this contract shall be for the assessment date of February 1, 2017.

All commercial real property parcels assigned to Vanguard Appraisals, Inc. by the city of Bismarck, North Dakota shall be completed in compliance with the Statutes of North Dakota in place at the signing of this agreement.

In complying with this agreement, Vanguard Appraisals, Inc. agrees to perform the following services:

1. Measure, list, inspect (either interior/exterior or both) and appraise all property included on the attached list (the Assessor's office reserves the right to add additional properties to this list).
2. All properties shall be valued utilizing the Vanguard Real Property Appraisal Manual and shall be priced in Vanguard's CAMAvision software. The software shall be licensed to the City under a separate contract.
3. The property record card shall include a land value (Vanguard will utilize the city's existing land value calculation), replacement cost calculations, physical depreciation and functional-economic obsolescence if necessary. Building sketches and photographs shall also be included.
4. Finalize all partial assessments as assigned by the Assessor or designee.
5. Review all adjustments and changes with the Assessor or designee.
6. Complete all assignments prior to March 1, 2017.
7. Provide liability and Workmen's Compensation insurance to save harmless the city of Bismarck.

Compensation to Vanguard Appraisals, Inc. for these services shall be at the rate of \$135.00 per hour, including field work and driving time. All clerical work shall be billed at the rate of \$50.00 per hour. The total estimated price for these services is \$20,000.00. This price will vary depending on the size and complexity of the properties to be appraised.

The city of Bismarck will be responsible for:

1. Supply existing information on all parcels included in this project. This shall include current land value calculations and existing pricing, sketches or photos if applicable.
2. Address of each parcel included in this project.
3. Supply Vanguard with up-to-date maps and/or plats depicting individual lot sizes.
4. Supply owner's name and legal description of each parcel included in this project.
5. Process, sort and attach each building permit to the proper individual parcel to be assigned.
6. Posting of all final values and changes, balancing of books and proper filing of all documents to the state.
7. Mail new assessment notices.

VANGUARD APPRAISALS, INC.

CONTRACT AND SPECIFICATIONS FOR ANNUAL MAINTENANCE OF REAL  
PROPERTY CHANGES FOR THE CITY OF BISMARCK, NORTH DAKOTA  
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VANGUARD APPRAISALS, INC.

BISMARCK, NORTH DAKOTA

  
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Robert P. Ehler, President

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Michael C. Seminary, Mayor

*11/16/16*  
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DATE

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DATE

## BISMARCK, NORTH DAKOTA ANNUAL MAINTENANCE 2017 PARCEL LIST

	<b>Parcel #</b>	<b>Address</b>	<b>Type of Building</b>
1	0000-001-490	2001 Maverick Ave	Rental Car Quick turnaround Facility
2	0001-096-001	310 N 9th St	Medical Office
3	0001-130-010	810 E Rosser	Medical Office
4	0005-000-800	1120 E Front Ave	Dean Food Parking Lot
5	0010-000-001	1207 E Main Ave	Dean Foods Creamery Office
6	0010-000-050	1216 E Front Ave	Dean Foods Creamery Bulk Plant
7	0005-032-005	1200 E Main Ave	Medical office and Medical Rehab Sales
8	0010-014-001	1307 E Broadway	Medical Office
9	0105-040-010	2301 E Main Ave	Bismarck Motor Hotel
10	0600-004-060	600 S 5th St	Kirkwood Mall Verizon
11	0644-001-200	2240 N 12th St	LaQuinta Inn
12	0655-001-025	2702 E Rosser Ave	Eastdale Mall
13	0773-002-001	1000 W Century	Waterford - Addition & New Bldg to Assisted Living
14	0776-000-183	910 Industrial Dr	New Office-warehouse Ace Towing
15	0812-001-001	4202 Coleman St	Addition to Dakota Carrier Network Office Bldg
16	0911-001-001	1601 N. 12th St	1st International Bank & Office complex
17	1060-002-500	2801 Gateway Ave	Staybridge 98 Units
18	1065-002-075	3001 N 15th St	Holiday Inn Express
19	1091-001-001	2020 Schafer St	Hampton Inn
20	1135-003-075	1356 Airport Rd	Completion of prefab Bldg-Rental
21	1160-001-001	2640 Centennial Rd	My Place Hotel
22	1180-001-200	1440 Mapleton Ave	Hampton Inn
23	1453-001-150	4400 Skyline Crossing	Candlewood Suites
24	1453-001-250	1421 Skyline Blvd	Wingate by Windham
25	1458-001-050	1405 Skyline Way	Super 8
26	1461-001-050	2706 Rock Island Pl	Retail Hot Springs Bldg
27	1462-002-001	3101 Rock Island Pl	New Office Bldg
28	1463-005-300	1502 Grumman LN	Completion of Office & Lab Bldg
29	1615-001-030	4580 Coleman St	St. Gaberials nursing home expansion
30	2035-001-005	3421 N 14th St.	Marriott Residence

**BISMARCK, NORTH DAKOTA ANNUAL MAINTENANCE 2017  
PARCEL LIST (CONTINUED)**

	<b>Parcel #</b>	<b>Address</b>	<b>Type of Building</b>
31	2035-001-015	3319 N 14th St	Courtyard by Marriott
32	2045-001-005	3903 State St	Holiday Inn
33	2055-001-001	1510 E Century Ave	Sleep Inn
34	2135-001-045	3122 Yorktown Dr	Caribou Coffee bldg Completion
35	2135-001-150	3000 Yorktown Dr	BNC Bank Bldg
36	2160-002-200	2840 Valley Forge St	Office-Shop-Storage bldg-Northwest
37	2205-001-050	419 Riverwood Dr	Ofice Bldg completion