

Non-Salaried Expenditures**SELECTION OF REAL ESTATE APPRAISERS****I. SELECTION OF REAL ESTATE APPRAISERS**

The Bureau of Procurement and Materials Management of the Board shall maintain a list of pre-qualified real estate appraisers to whom it sends formal quotes, on a rotating basis, to bid on real estate appraisal service related, but not necessarily limited to, new construction, remodeling, site expansion, land acquisition or disposal and for impact fee credits. Any real estate appraiser desiring to be placed on the vendor list to receive Requests for Proposals (RFPs) for pre-qualification purposes, shall submit a request to the Bureau of Procurement and Materials Management. The appraiser shall:

1. Be certified as a general appraiser in accordance with Chapter 475, Florida Statutes for appraisal services related, but not necessarily limited to, new construction, remodeling, site expansion, land acquisition or disposal.
2. Meet the eligibility requirements of s.253.025 Florida Statute, and Chapter 18-1.007 Florida Administrative Code to appraise property for the Board and must demonstrate an acceptable level of appraisal competence.
3. Be properly registered with the Department of Professional Regulation to practice in the State of Florida at the time of application and during the term of this request for qualifications. If the firm is a corporation, it shall be properly chartered with the Department of State to operate in Florida.
4. Hold an occupational license issued by the proper authorities.

II. Impact Fee Appraisals

The Board will require appraisals in accordance with the procedures established to administer the Impact Fee Ordinance. In those cases:

1. Appraisals must be conducted by a general appraiser certified by the state in accordance with Chapter 475 Florida Statutes.
2. Appraisers must be able to conduct appraisals for vacant and improved properties. Appraisals must show fair market value of the property at the time of dedication. The appraiser, in arriving at a fair market value, must use only recognized and accepted appraisal practices and techniques.

Appraisals for the purpose of Impact Fee revenues shall be in

accordance with Miami-Dade County Ordinance No. 95-79, the Educational Facilities Impact Fee Ordinance and No. 95-152, an ordinance related to the administration of School Impact Fees.

- III. Other qualifying criteria to be considered in this prequalification process shall be as follows:
1. Ability of appraiser to complete the appraisal assignment within the time schedule prescribed by Governmental Affairs and Land Use Policy and Acquisition and/or Board Attorney's Office, which is usually within thirty (30) days of the invitation to quote.
 2. Minority participation.
- IV. In those property acquisition plans where condemnation is anticipated, selection of appraiser(s) shall be made in close coordination with and subject to Board Attorney approval.
- V. Since pre-qualification of real estate appraisers is required, the requirement for advertising these types of bids, as stipulated in Board Rule 6Gx13- 3C-1.111, is waived.
- VI. Awards for real estate appraisal services shall be processed as follows:
1. Requests exceeding \$10,000

Sealed bids shall be requested from all appraisers which appear on the pre-qualified list and shall be received, opened, recorded and tabulated as stipulated in Board Rule 6Gx13- 3C-1.11. Bids will be awarded by the Superintendent and reported to the Board for confirmation.
 2. Requests \$10,000 and under

Written quotations shall be obtained from a minimum of (5) five pre-qualified appraisers. Requests for written quotations shall be rotated among the appraisers on the pre-qualified list.
- VII. For the purpose of property acquisition, in accordance with Chapter 235.054(1)(b) Florida Statute, the Board shall obtain at least one appraisal by a certified general appraiser approved pursuant to s.253.025(6)(b) Florida Statute, for each purchase in the amount greater than \$100,000 and not more than \$500,000.

For each purchase in an amount in excess of \$500,000, the Board shall obtain at least two appraisals by certified general appraisers approved pursuant to s.253.025(6)(b) Florida Statute.

- VIII. The list of pre-qualified real estate appraisers shall be continually reviewed and kept up-to-date by the Bureau of Procurement and Materials Management and Governmental Affairs and Land Use Policy and Acquisition.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 237.02 F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 6-20-84

Amended: 2-16-94; 7-22-98