



**Association of California Water Agency Joint Powers Insurance Authority  
(ACWA JPIA)**

**REQUEST FOR PROPOSAL**

**APPRAISAL SERVICES  
FOR THE  
ACWA JPIA**

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Return Proposals PDF format via email or mail to:

ACWA JPIA  
2100 Professional Drive  
Roseville CA. 95661  
Attention: Adrienne Beatty, Assistant Executive Officer  
[Abeatty@acwajpia.com](mailto:Abeatty@acwajpia.com)

**DEADLINE FOR FILING**  
February 6, 2023

**REQUEST FOR PROPOSAL  
APPRAISAL SERVICES  
FOR THE  
Association of California Water Agencies - Joint Powers Insurance Authority**

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**REQUEST FOR PROPOSAL**  
**BUILDING APPRAISAL SERVICES**

**I. OBJECTIVE**

The ACWA JPIA (JPIA) is a California JPA currently made up of 401 members. Currently there are 287 members participating in the ACWA JPIA Property Program (PP) and the Program's estimated total Insured values are approximate \$10,685,900,914.

The JPIA is conducting property appraisals for a select number member sites; 36 sites total for 19 members, estimated total values of \$458,105,326. The objective is to update the property schedules and obtain uniform and reliable replacement cost appraisals for buildings, structures, and contents for the 36 sites, to update accurate valuations for insurance placement and allocation of premium.

ACWA JPIA is soliciting proposals from qualified firms to perform appraisal services for selected members. (See Appendix A-C for member and sites information)

All work on this project should be scheduled to be completed starting **March 1, 2023** and being completed no later than **June 1, 2023**.

Electronic reports of each evaluation, including an electronic spreadsheet in Microsoft Excel format for each entity, shall be delivered to ACWA JPIA no later than **June 1, 2023**. The format for the electronic report and spreadsheet. (See Section IV, SCOPE OF WORK TO BE PERFORMED, for further details.)

**II. INFORMATION PROVIDED**

The successful bidder may be required to conduct meetings with JPIA designated staff to ensure the scope of the evaluation includes all areas stated in the Request for Proposal.

Appendix A -Selective twenty – five member sites.

Appendix B- Current Property schedule for twenty – five sites.

Appendix C- Sites Aero Photos.

**III. PROPOSAL REQUIREMENTS**

Proposals submitted shall be broken down in the following five sections:

A. Scope and Approach

Describe the specific areas you will address and the specifications and standards you will use to properly value buildings and property. The proposer may utilize a written narrative or any other technique to demonstrate ability to satisfy the scope of work.

B. Qualifications

Furnish all information on the "Statement of Qualifications - Appraisal Services" form attached to this proposal request or your own separate proposal format.

C. Cost

Furnish all information on the "Proposal Form – Appraisal Services" form attached to this proposal request.

D. Hold Harmless

To the extent permitted by law, Successful bidders (Consultant) shall hold harmless, defend at its own expense, and indemnify ACWA JPIA, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from ACWA JPIA's sole negligence or willful acts.

E. Insurance

**Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-contractors.

**Coverage** - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO

CG 25 04 endorsement provided to ACWA JPIA) or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability** – Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the ACWA JPIA, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the ACWA JPIA has received a waiver of subrogation from the insurer.

4. **Professional Liability** - Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

**If Claims Made Policies:**

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the ACWA JPIA requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the ACWA JPIA.

**Other Required Provisions** - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** ACWA JPIA, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

2. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the ACWA JPIA, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the ACWA JPIA its directors, officers, employees and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the ACWA JPIA.

**Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the ACWA JPIA. The ACWA JPIA may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by ACWA JPIA.

**Verification of Coverage** – Consultant shall furnish the ACWA JPIA with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the ACWA JPIA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The ACWA JPIA reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

**Sub-contractors** - Consultant shall require and verify that all sub-contractor maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that ACWA JPIA its directors, officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.

#### **IV. SCOPE OF WORK TO BE PERFORMED**

##### **A. Project Scope**

The focus of this project is to provide current insurable values for the structures and contents for all entity structures at pre-selected sites with property valued above \$5,000,000. The project scope has been limited to several sites. The initial basis of appraisals will be derived from the attached schedule of values and locations; however, the appraiser is responsible for verifying the accuracy of the schedule and updating the schedule as a part of the project.

Upon completion of the fieldwork and report, the data is to be provided to the ACWA JPIA in the specified format and will become the intellectual property of the ACWA JPIA, who will be the sole owner of the materials, working drawings, files records, photos and any other product related to this engagement. This engagement is to be confidential, and the selected firm shall not disclose non-public information without the written consent of ACWA JPIA.

##### **B. Property Appraisal Field Inventory Procedures**

###### **Buildings/Structures/Land**

The buildings/structures subject to survey are to be carefully reviewed onsite. Professional appraisers from the selected firm will verify existing data as a starting point for each structure. Upon determination of accuracy by both the appraiser as well as each site contact, based on an initial review of past data, inspections will be performed.

For any new structure or additions, segregated construction components and building features will be identified and valued. Building plans and photographs will be prepared for each structure to become part of ACWA JPIA's proof of loss documentation.

A description of each building will be developed and recorded, showing construction type, and materials used. A digital photograph will be provided for each building and the following construction components of each building will be displayed in final reports: 1) Excavation and Grading\* 2) Covered Walkways 3) Foundation / Footings\* 4) Fixed Furnishings 5) Framing 6) Roofing 7) Ceiling 8) Exterior & Interior Walls/Construction 9) Plumbing and Electrical 10) Heating/Cooling 11) Stairways 12) Elevators.

\*Construction components normally excluded from standard insurance policies will be segregated for each building/structure appraised.

In addition to the analysis of individual building components, construction classes will also be recorded. Insurance Services Office (ISO) classes 1-6, as defined in the Commercial Fire Rating Schedule (CFRS) are defined in terms of the Marshall and Swift construction classes as follows:

<b>ISO Class</b>	<b>ISO Description</b>	<b>M&amp;S Class</b>
1	Frame/Combustible	D
2	Joisted Masonry	C
3	Noncombustible	S
4	Masonry Noncombustible	C
5	Modified Fire Resistive	A
6	Fire Resistive	B

Supplemental Underwriting Data

For each building/structure/location the selected firm will provide the following supplemental underwriting data:

- Name of District
- Names of appraiser and associate appraisers and firm name
- Date of Valuation & type
- Property Site Name & Address
- Property description and color photograph - Building/Fixed Equip/PP (All Property is associated with a Site)
- Property Address - (If not same as Site - including City/County, Zip Code)
- Occupancy or use
- Estimated age (year built)
- Construction Type
- Gross Square Footage
- Measurement Detail (size, sq ft, kw, hp, linear feet, gallons, lot)
- Number of Stories
- ISO Construction Class Code (1-6)
- Crime Protection - alarms
- Fire protection/sprinkled or not
- Flood Hazard Zone (X-shaded or X-unshaded)



- Earthquake Exposure
- CPUC Fire Zone (1-3)
- Special hazards (e.g., chemicals, petroleum products or by-products, etc.
- Current insurance replacement cost for buildings and contents by building, and by site
- GPS coordinates of main entry (Long/Lat)

During the office valuation portion of the engagement, property exclusions (those items not typically covered by an insurance policy) will be segregated to properly report the site preparation and excavation, footings and foundations, and a portion of plumbing costs (underground).

#### Contents Appraisal – Trending Past Value or Modeling Approach

Contents value will be estimated by the selected firm and included in the report based on evaluating occupancy, applying modeling techniques and comparing to currently scheduled values where available. The appraiser's recommended values will then be reviewed by contacts at each site. During the field inspection of each building in conjunction with the building inspection, the building's contents will be identified and accounted for above or below average density and quality of equipment. The appraiser will adjust the equipment value to account for variations above or below the average value of equipment present at each facility.

#### C. Definition of Value

During the inventory and subsequent valuation research, the appraisers will conduct an investigation to determine cost of reproduction new and insurance exclusions as follows:

- **Replacement Cost New** is the amount required to reproduce property in like utility and function, in accordance with current market prices for materials, labor, equipment, contractor's overhead, profit and fees, but with no provisions for overtime or bonuses for labor and premiums for material or equipment, based upon replacing the entire property at one time. Structures of historical significance or unusual construction materials, design or finishes shall be identified by the contacts at each site and valued at an amount necessary to **replicate** the structure following a loss.

- **Insurance Exclusion** is a provision in an insurance contract describing property, or types of property, that are not covered by the contract. Based upon the selected firm's review of the insurance form: see Appendix D – APIP - SECTION II PROPERTY DAMAGE - C. PROPERTY NOT COVERED. The firm will identify those items specifically excluded under terms of the policy. The insurance exclusion amount is deducted from the new replacement cost to arrive at an insurable value.

Appraiser's investigation will include the use of various research sources to develop the cost conclusions for each building.

D. Additional Properties

Members may wish to have an appraisal of additional properties not paid for by the ACWA JPIA. This would occur at their own expense. Please provide an option in this regard listed separately in the proposal.

E. Reports

Certified appraisal reports will be presented in an easy-to-read electronic format, as well as an electronic report suitable for uploading.

Working papers and electronic files shall be retained by the appraisal firm for at least five full years after completion of the project in its entirety. These working papers shall be available for review, upon request and at any time over this five-year period by the ACWA JPIA representatives and other individuals designated by the ACWA JPIA.

F. Terms of Engagement

Firms interested in this engagement will include with their proposal a proposed service agreement that shall include the requirements of this request and other terms proposed by the proposing firm. The total proposed fee for the entire engagement and payment terms must be provided.

## V. SELECTION PROCESS

In order to obtain a comprehensive appraisal evaluation, the ACWA JPIA desires to secure the services of an appraisal firm that has demonstrated high-level experience in performing appraisals for other public entities, preferably appraising water related infrastructure in the State of California. Selection of the firm will be based on the individual firm's understanding

of the objectives and approach of the evaluation, the qualifications and references of the firm, and the fee for services.

Right to Reject

- A. ACWA JPIA reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any award will be made to the firm that, in the opinion of ACWA JPIA, is best qualified while providing the services at a reasonable cost.
  
- B. Proposal Deadlines and Forms

Only those proposals received on or before **February 6, 2023**, will be considered for this project. Submit electronic copy of proposal in PDF format via email to all the following contacts and corresponding email address:

Contact, Title	Email Address:
Adrienne Beatty, Assistant Executive Officer	<a href="mailto:Abeatty@acwajpia.com">Abeatty@acwajpia.com</a>
Chuck Wagenseller, Cost Appraiser	<a href="mailto:Cwagenseller@acwajpia.com">Cwagenseller@acwajpia.com</a>
Nidia Watkins, Member Services Representative II	<a href="mailto:nwatkins@acwajpia.com">nwatkins@acwajpia.com</a>

Each proposal shall include the "Statement of Qualifications - Appraisal Services" and the "Proposal Form - Appraisal Services" which accompanies this request. Any additional information documentation you desire to include may be attached to the form.

Listed below is an anticipated timetable:

February 6, 2023	Receipt of Proposals
February 17, 2023	Evaluation of Proposals, Interview of Prospective Bidders (if necessary), and Selection of Firm
February 21, 2023	Inform Bidders of Selection and Negotiate Contract
March 1, 2023	Begin Project
June 1, 2023	Completion of Work

June 1, 2023

Final Data Delivery of Final Reports to  
ACWA JPIA

For further information and/or answers to any questions you may have concerning this proposal, please contact: (800) 231-5742.

Contact, Title	Email Address:
Adrienne Beatty, Assistant Executive Officer ext. 3130	<a href="mailto:Abeatty@acwajpia.com">Abeatty@acwajpia.com</a>
Chuck Wagenseller, Cost Appraiser Ext. 3127	<a href="mailto:Cwagenseller@acwajpia.com">Cwagenseller@acwajpia.com</a>
Nidia Watkins, Member Services Representative II Ext. 3122	<a href="mailto:nwatkins@acwajpia.com">nwatkins@acwajpia.com</a>

**STATEMENT OF QUALIFICATIONS - APPRAISAL SERVICES**

1. Name \_\_\_\_\_ of  
 Firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone  
 No.: \_\_\_\_\_
4. Name, title, and professional designations of individual who will have primary  
 responsibility for the study and serve as the contact  
 person: \_\_\_\_\_
5. Contact person's telephone number: \_\_\_\_\_
6. Company History: \_\_\_\_\_

7. Total Number of Employees: \_\_\_\_\_

8. Personnel to be assigned to the study are:

<u>Name</u>	<u>Classification/Job Title</u>	<u>Professional Qualifications / Designations</u>

9. List other government agency appraisal studies performed by the firm and date performed, in the last five years. (Please provide examples of two separate studies.)

10. Indicate the experience in the area of governmental agency (specifically water infrastructure) appraisal studies of the firm's staff members to be assigned.

11. Record any additional comments regarding the firm's qualifications.

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Name of Appraisal Firm

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PROPOSAL FORM – APPRAISAL SERVICES**

**Submitted herewith is our proposal to perform property appraisals for the ACWA JPIA.**

We propose to conduct the appraisal and submit the requested valuation reports. We proposed to measure each building/structure, conduct the appraisals, and submit the requested reports. The cost is based on a flat fee per building/structure with a total cost that will not exceed the amount specified.

<u>OPTION</u>	<u>FEE SCHEDULE FOR ACWA JPIA:</u>
A	Our fee per building/structure and contents value with building/structure diagram (not to scale) and photographs is \$_____, not to exceed a total cost of \$_____ to the ACWA -JPIA.
B	Our fee per building/structure with photograph only is \$_____, not to exceed a total cost of \$_____ to the ACWA JPIA.
C	Our fee per building/structure with diagram (not to scale) only is \$_____, not to exceed a total cost of \$_____ to the ACWA JPIA.

The studies will be performed in accordance with the requirements outlined in the "Request for Proposal - Appraisal Services" and will be performed by the personnel identified in the "Statement of Qualifications - Appraisal Services."

We agree to correct any and all errors noted in the appraisals at our expense that are brought to our attention within one year of delivery of the completed appraisals. Errors noted will be corrected within 60 days of notification.

Name of Appraisal Firm \_\_\_\_\_

Principal Name, Title & Signature                      Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Appendixes provided by request. Send request to Nidia Watkins email:  
[nwatkins@acwajpia.com](mailto:nwatkins@acwajpia.com)

**Appendix A - Pre-Selected Member & Total Values**

**Appendix B - Property Schedules**

**Appendix C - Photos**

**Appendix D - APIP Property Excluded**

**Appendix E - Proposed Professional Services Agreement**