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| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |  |  |

**Request for Information (RFI) 24-600**

**Real Property Appraisal Services**

The New York State Department of Taxation and Finance (the “Department” or “DTF”) is requesting qualified vendors to supply the Department with information pertaining to the availability of real property appraisal services specific to special franchise properties.

The vendor will produce an appraisal report for Liberty Utilities formerly known as New York American Water Company’s distribution system located in the public right-of-way throughout various municipalities within seven (7) counties for the 2019, 2020, 2021, 2022, 2023 and 2024 assessment rolls. The purpose of this appraisal report is to defend a judicial challenge to the special franchise property full values in New York State. The vendor will need to review and analyze the original cost data for assessment rolls, review and analyze any other relevant materials obtained through discovery, perform a site inspection of the relevant property, prepare a draft appraisal report of separate full market values, by municipality, for the Litigant’s Special Franchise Property, prepare a final appraisal report after consulting with the Department and our counsel at the Office of the Attorney General (“OAG”) regarding the draft appraisal report, review and analyze the appraisal report prepared by or on behalf of the litigant, and, if necessary, prepare for and present testimony in support of the final appraisal report at trial. If the matter is not resolved before trial, the expert appraiser may also be needed to consult with the Department and OAG regarding our post-trial submissions.

The vendor must have the following qualifications:

1. The vendor must be capable of providing the services in accordance with the attached “Project Scope.”
2. The vendor must have sufficient resources to start the project immediately after the contract approval and to complete the final appraisal report in 12 months.
3. The vendor must have prior experience of appraisal services specific to the special franchise properties that is consistent with the scale and scope of this project.
4. The vendor must have a licensed engineer(s) knowledgeable in the water transmission and distribution services business who is qualified to appraise water systems to include pipes, pumps, hydrants and associated property.
5. The lead appraiser who prepares the appraisal report must be licensed in New York as a Certified General Real Estate Appraiser or have the functionally equivalent license from another state. If certified outside of New York, temporary reciprocal NYS approval for this assignment is required from the NYS Department of State.
6. The final appraisal report must meet the requirements of the Uniform Standards of Appraisal Practice (USPAP) and the New York State Uniform Rules for Trial Courts (22 NYCRR 202.59). The appraiser must prepare a complete USPAP compliant appraisal using the Cost Approach to valuation. Additional approaches to value may be utilized as support for the Cost Approach, if data is available.
7. The appraiser must be able to calculate Depreciation, Net Salvage Value and all forms of obsolescence (Physical, Functional and Economic) as part of this assignment. Accounting and/or finance expertise may be required for earnings above a market return measurement and to determine and evaluate the original invested dollars of physical plant.
8. The lead appraiser who prepares the appraisal report is expected to provide expert individual testimony in court if the case is not resolved prior to trial. The lead appraiser must have experience in New York State courts.

The Department is asking Vendors to submit their response stating their interest and demonstrate their qualifications. Please respond to this RFI by January 2, 2025. Be sure to provide the name, location, contact person, phone number and e-mail address for your company.

Your response to this RFI should be submitted via e-mail (preferred), fax or mail:

E-mail: bfs.contracts@tax.ny.gov

Fax: (518) 435-8413

Written Correspondence:

New York State Department of Taxation and Finance

Procurement Services Unit

W.A. Harriman State Campus

Albany, NY 12227

This is a request for information only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. Responders are advised that the Department will not pay for any information or administrative costs incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the responders’ expense. A response does not bind or obligate the responder or the Department to any agreement of provision or procurement of any products referenced. Not responding to this RFI does not preclude participation in any future RFP, if issued.