

Date: October 13, 2026

To: All Prospective Bidders

Re: Addendum #1 to EPIN: 85625P0004 RFP Appraisal of Real Estate

The Department of Citywide Administrative Services ("DCAS") is issuing the following as Addendum #1 to the above-referenced solicitation:

This addendum includes the following information:

Section 1: Pre-proposal Conference Attendance Sheet

Section 2: Pre-proposal Conference Recording

Section 3: Pre-proposal Conference Presentation

Section 4: Bid Due Date Extension

Section 1: Pre-proposal Conference Attendance Sheet

Please see Attachment 1 Pre-proposal Conference Attendance Sheet.

Section 2: Pre-proposal Conference Recording

Please see the following link for Pre-proposal Conference Recording:

<https://www.dropbox.com/scl/fo/9988g7f3yqo4q17kl1nmw/ACahdBvifqOulu6QyKkyVGw?rlkey=u1cpcpq70mcitop...>

Section 3: Pre-proposal Conference Presentation

Please see Attachment 2 Pre-proposal Conference Presentation.

Section 4: Bid Due Date Extension

The bid due date for 85625P0004-RFP Appraisal of Real Estate is hereby extended to November 12, 2026 at 2:00PM.

DCAS strongly encourages vendors to finalize and submit bids 48 hours prior to due date and time. The City is not responsible for technical issues (e.g. internet connection, power outages, technology malfunction, computer errors, etc.) related to bid submissions.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. PLEASE NOTE: THIS ADDENDUM # 1 IS ISSUED FOR THE PURPOSE OF AMENDING THE INFORMATION FOR BIDDERS, BID, AGREEMENT, BONDS, SPECIFICATIONS AND DRAWINGS AND IS HEREBY MADE A PART OF SAID INFORMATION FOR BIDDERS, BID, AGREEMENT, BONDS, AND SPECIFICATIONS TO THE SAME EXTENT AS THOUGH IT WAS ORIGINALLY INCLUDED THEREIN.

Attachment 1

Pre-proposal Conference Attendance Sheet

Pre-proposal Conference Attendance Sheet

85625P0004 RPF Appraisal of Real Estate

September 23, 2026

Name	Email	Organization
Florence Mai (DCAS)	FMai@dcas.nyc.gov	DCAS
Lucy Nguyen (DCAS)	LucyNgu@dcas.nyc.gov	DCAS
Tonia Vailas (DCAS)	tvailas@dcas.nyc.gov	DCAS
Alison Chen (DCAS)	alichen@dcas.nyc.gov	DCAS
Auria Lugo (DCAS)	alugo@dcas.nyc.gov	DCAS
Jerome Nabbie (DCAS)	jnabbie@dcas.nyc.gov	DCAS
Nyesha Hughes (DCAS)	nhughes@dcas.nyc.gov	DCAS
Justine Woo (DCAS)	juwoo@dcas.nyc.gov	DCAS
Andy Albro (Unverified)	aalbro@standardvaluation.com	Standard Valuation Services
Anthony Legotti (Unverified)	anthony.legotti@gmail.com	Maven Appraisals
Argyros, Maggie	Maggie.Argyros@nmrk.com	Newmark Valuation & Advisory
Bob Malone	rmalone@rogersandtaylor.org	Rogers and Taylor Appraisers
Broderick, Kevin @ Long Island	Kevin.Broderick@cbre.com	CBRE
Christophe Porsella (Unverified)	cporsella@josephjblake.com	Joseph J. Blake & Associates
Donald franklin	donfranklinappraisals@gmail.com	Don Franklin Appraisals
Elizabeth King	eking@bbgres.com	BBG Inc
Eric Lewis/USA	Eric.Lewis@cushwake.com	Cushman & Wakefield
Frank Ciotta	frank@ciotta-appraisals.com	Ciotta THR valuation Associates
Jason Grady	JGrady@garner-es.com	Garner Environmental Services
John Biordi	john.biordi@cogitorp.com	
Kenneth Wong	ken@metappr.com	Metropolitan Appraisal Associates
Kevin (Unverified)	keyeval@gmail.com	Key Evaluation
Linda Wahlers	lwahlers@goodmanmarks.com	Goodman-Marks Associates, Inc.
Low, Tom @ New York	Tom.Low@cbre.com	
Michael Guzowski	Michael.Guzowski@goodmanmarks.com	Goodman Marks Associates, Inc.
Michael Scalia	mscaliam@eravalue.com	Executive Realty Advisors, Inc.
Olga - Mimi Henriquez	olga@agapeprintingplus.com	Nova
O'Sullivan, Tony	Tony.OSullivan@colliers.com	
Paula Dowling	paula.equityval@gmail.com	
Rastetter, Peter	Peter.Rastetter@jll.com	JLL V
Rema Chazbek	rchazbek@aeiconsultants.com	AEI Consultants
richard digeronimo (Unverified)	rjdigeronimo69@gmail.com	RD Geronimo Holdings LLC
Sharanjit kaur	newsafeway1@yahoo.com	New Safeway Contracting Corp
Shawan Kavanagh	skavanagh@federalappraisal.com	
Steven Salerno	Steve@nextappraise.com	
Tiana Ramalanjaon (Unverified)		Ciotta THR Valuation
New Safeway Contracting (Unverified)		

Attachment 2

Pre-proposal Conference Presentation

RFP: Pre-Proposal Conference

Appraisal of Real Estate
EPIN #: 85625P004

September 23, 2026

BACKGROUND AND OBJECTIVES

DCAS' goals and objectives for this RFP are:

1. To supplement DCAS' in-house appraisal staff in conducting appraisals.
2. To enter agreements with up to five (5) qualified vendors to perform appraisal services for real estate in and around New York City.
3. All appraisals pursuant to **Service Option One**, as described in the RFP, shall be conducted in accordance with the professional standards set by the Uniform Standards of Professional Appraisal Practices ("USPAP").

Services provided within **Service Option One** shall include:

- a) Appraisal Reports
- b) Market Rental Appraisal Reports
- c) Appraisal Reviews

4. All appraisals pursuant to **Service Option Two**, as described in the RFP, shall be conducted in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions ("UASFLA").

Services provided within **Service Option Two** shall include:

- a) Appraisal Reports

The selected Vendors shall meet all of DCAS' goals and objectives described in this RFP. Throughout the term of the contract, as the need arises for services, the Agency shall issue a Work Order to the awarded Proposer.

SCOPE OF WORK

Service Option 1:

Services	Service Expectations
Appraisal Reports	Must conform to USPAP Standards 1 and 2 (in effect as of the report transmittal date).
Market Rent Appraisal Report	Must conform to USPAP Standards 1 and 2 (in effect as of the report transmittal date).
Appraisal Review Reports	Must conform to USPAP Standards 3 and 4 (in effect as of the report transmittal date).

Service Option 2:

Services	Service Expectations
Appraisal Reports	Must conform to USPAP and UASFLA (in effect as of the report transmittal date).

REPORTING EXPECTATIONS

Draft and Final Reports under both Service Option 1 and Service Option 2 will be expected to contain, at a minimum, the following information:

- I. Photographs of the subject property
- II. Aerial photograph of the subject property
- III. Floor plans, plot diagrams or surveys (if available)
- IV. Subject tax map
- V. Subject property ownership and sales history
- VI. Zoning data and map
- VII. Flood map and zone
- VIII. Local area analysis
- IX. Subject property real estate tax assessment and data
- X. Current real estate taxes and analysis
- XI. Intended use and users of the appraisal
- XII. Purpose of the appraisal
- XIII. Effective date of appraisal
- XIV. Scope of the appraisal and valuation method
- XV. Description of the subject property (site and improvements)
- XVI. Highest and Best Use Analysis (if appropriate)
- XVII. Valuation approaches and reconciliation
- XVIII. Final value conclusion
- XIX. Appraisal Certification
- XX. Assumptions and Limiting Conditions

SUMMARY OF THE REQUEST FOR PROPOSALS

PURPOSE OF REQUEST FOR PROPOSALS (“RFP”)

The City of New York Department of Citywide Administrative Services (DCAS) is seeking **up to five (5)** qualified vendors (hereafter, the “Vendor(s)” and “Contractor(s)”) to perform appraisal reports of real estate in New York City, through the issuance of Work Orders. The Vendor may occasionally be required to perform appraisals Outside of New York City (see definitions) as needed by DCAS.

SERVICE OPTIONS

The service options are as follows:

Service Option One: Appraisal Reports and Appraisal Review Reports conforming to Uniform Standards of Professional Appraisal Practice “USPAP”.

Service Option Two: Appraisal Reports and Appraisal Review Reports confirming to Uniform Appraisal Standards for Federal Land Acquisitions “UASFLA”.

ANTICIPATED CONTRACT TERM

It is anticipated that the term of the contract(s) awarded from this RFP will be three (3) years.

DCAS Option to renew for additional three (3) years at no more than 110% of the appraisal fees for the original term.

Plus: DCAS Option to extend for an additional one (1) year at no more than 110% of the appraisal fees for the renewal term.

Note: Any increase in the appraisal fees during a renewal or extension term is not automatic and shall be in DCAS’ sole discretion. It is the Vendor’s responsibility to initiate the appraisal fee increase request. The request must be made in writing to DCAS/OCP’s Agency Chief Contracting Officer. The letter shall be on company letterhead and shall be signed by the proper authority of the company. No price increase will become effective unless Approved by DCAS in writing and shall not affect rates paid prior to the date of increase or rates to be paid for Work performed prior to the date of increase.

ANTICIPATED FUNDING / PAYMENT STRUCTURE

The total available funding for the contracts awarded from this RFP will be One Million Fifty Thousand Dollars (\$1,050,000) for the three (3) year period. This is an estimated amount. The award of the contract is not a guarantee of any specific amount of work. DCAS seeks to award up to 5 contractors, in its sole discretion.

Service Option One [USPAP Compliant Appraisal Reports and Appraisal Review Reports] – Three (3) appropriate qualified Contractor(s) to conduct the appraisal services. The funding for Service Option One is Seven Hundred Fifty Thousand Dollars (\$750,000.00).

Service Option Two [UASFLA Compliant Appraisal Reports and Appraisal Review Reports] – Two (2) appropriate qualified Contractor(s) to conduct the appraisal services. The funding for Service Option Two is Three Hundred Thousand Dollars (\$300,000.00).

- Proposer(s) may propose to provide services in one or both service options.
- Any proposal submitted will be evaluated based on the requirements for the entire service option proposed.
- Any contract awarded will be for the entire service option proposed.
- In the event a proposer elects to propose in more than one service option, a separate and complete proposal shall be submitted for each service option.
- In the event more than one award is made in a given service options, work assignments to the awarded Contractor(s) will be made on a rotational basis, based upon prior satisfactory performance or needed skill set.

All fees (e.g., travel, subscription) associated with the production of a credible Final Report are the sole responsibility of the Vendor.

Payment for work performed under the contract awarded will occur in the sequence that follows:

Vendor submits Final Report. Appraisal work performed shall not be considered approved for payment until a Final Report is accepted by DCAS in writing.

DCAS notifies Vendor of Final Report acceptance.

Vendor submits to DCAS an invoice for the Final Report.

Vendor is paid via electronic funds transfer (EFT) a flat 'fixed fee' per appraised value.

MINIMUM REQUIREMENTS & QUALIFICATIONS

Proposer shall complete the current Price Proposal Form and upload it in PASSPort.

Minimum Experience.

Successful relevant experience: at least 10 years in performing each appraisal type as set out in the RFP (e.g. Appraisal Reports, Market Rent Appraisal Report, and Appraisal Review Reports) performed in compliance USPAP (Service Option One) or UASFLA (Service Option Two).

Proposer shall complete and submit Bidder's Minimum Qualification Requirements Form(s) in PASSPort to demonstrate required experience (include description of project, project cost bidder was responsible for, and client reference contact information, including but not limited to name, title, organization, address, telephone number, and email).

Proposer shall provide a work log indicating that they have completed at least 75 USPAP/or UASFLA compliant appraisal reports for properties in New York City within the three (3) years prior to the date of submission of the proposal.

References: Provide at least three (3) references from clients that Proposer has worked with on projects in the past five (5) years. Note: Upon request, DCAS may interview and check client references.

Minimum Key Staffing Requirements. The Vendor must have key staff possessing the following minimum qualifications at, or prior to, the Proposal Due Date, and for the duration of the contract term. .

a minimum of one (1) MAI Designated Member of the Appraisal Institute staff member (designation number(s) required to be included in this proposal); AND

a minimum of five (5) New York State Certified General Real Estate Appraisers full-time staff members (copy of certifications are required to be included in this proposal.)

OR

a minimum of one (1) MAI Designated Member of the Appraisal Institute staff member (designation number(s) required to be included in this proposal); AND

a minimum of three (3) New York State Certified General Real Estate Appraisers full-time staff members and two (2) New York State Trainee Appraisers or New York State Certified Residential Real Estate Appraisers (copy of certifications are required to be included in this proposal.).

NOTE: MAI Designation number(s), Appraiser Certification(s), and NYS State License number(s) must be included in the proposal.

RELEVANT EXPERIENCE

- a) The Vendor shall have completed at least 75, USPAP/or UASFLA compliant, appraisal reports within the three (3) years prior to the date of submission of the proposal, for properties in New York City.
- b) The Vendor shall possess successful relevant experience (at least 10 years) in performing each appraisal type as set out in the RFP (e.g. Appraisal Reports, Market Rent Appraisal Report, and Appraisal Review Reports performed in compliance USPAP (Service Option One) or UASFLA (Service Option Two).
- c) The Vendor shall provide at least three (3) references from clients that vendor has worked with on projects in the past five (5) years. Note: Upon request, DCAS may interview and check client references.



APPROACH AND PROJECT MANAGEMENT

- a) Upon receipt of a written Work Order from DCAS, the Vendor(s) will be expected to perform either an Appraisal Report or Appraisal Review Report and provide to DCAS a draft of the requested type of appraisal (the “Draft Report”).

For purposes of this RFP, the deadline for submission of a Draft Report may be referred to as a “Completion Date.” Draft Reports and Final Appraisal Report versions must be provided in the formats and within the deadlines set forth in this RFP.

- b) The selected Vendor will be required to complete all projects for which there is an agreed-upon Work Order with DCAS on time and should comply with appraisal reporting standards.
- c) Appraisal Review Reports must include the review appraiser’s opinion of value, as described in USPAP if the review appraiser disagrees with the concluded value in the appraisal report.
- d) From the date of the submission of its proposal(s) through the duration of any contract awarded from this RFP, the Vendor must maintain subscriptions to real estate publications and services that provide comparable sales and rental data for the New York City market for commercial real estate. Proposers must provide evidence of such subscriptions with its proposal.
- e) DCAS expects the Vendor to collaborate with DCAS on appraisal Work Orders and be responsive to issues raised and revisions requested.

ORGANIZATIONAL CAPABILITY

- a) The Vendor shall have the capacity to incorporate the proposed services described within this RFP into the organization's overall operations.
- b) The Vendor shall Possess sufficient organizational capability, capacity and business practices to prioritize the project and effectively manage the work, accurately, efficiently and within a prescribed timeframe.
- c) The Vendor should be financially stable and have the financial resources required to perform the services described within this RFP as can be validated through a review of the firm's financial statements.
- d) In addition, attach the following:
 - i. A chart of the Proposer's organization that indicates the staff members responsible for providing the services.
 - ii. A brief statement explaining how the services will be provided by the Proposer.
 - iii. A copy of the Proposer's latest audit report or certified financial statement, or a statement as to why no report or statement is available.

STAFFING PLAN AND QUALIFICATIONS

- a) The selected Vendor shall, throughout the term of the contract resulting from this RFP, provide qualified personnel with relevant skill sets and experience (technical, managerial, and financial) to perform the services described in this RFP.
- b) At the time of the submittal of its proposal and throughout the term of the contract resulting from the RFP, the Vendor and all its employees shall possess the required qualifications. Such qualifications include licenses, skill sets, knowledge, experience and technical expertise to perform all anticipated tasks as set out in the scope of work of this RFP.
- c) The Vendor shall have on staff a minimum of one (1) Appraisal Institute MAI Designated Appraiser. All Work Orders completed under this contract must be signed off by an MAI designated appraiser. The MAI designation number(s) must be included in the proposal.
- d) The Vendor shall have on staff a minimum of five (5) full-time New York State Certified General Real Estate Appraisers, or three (3) full-time New York State Certified General Real Estate Appraisers and two (2) New York State Certified Residential Real Estate Appraisers or Trainee Appraisers. A copy of each New York State Appraisal License must be included in the proposal.
- e) The Vendor will attach the following to the Proposal Response Form in Attachment B.
 - i. Staff Resume/Descriptions: Provide, for each staff position identified in Attachment B – Staffing Plan Form, a resume and/or description of the qualifications and any other information detailing his/her number of years of experience, as well as technical and professional qualifications.

Note: Submission of resumes implies that such individuals will be available to perform the services for which their names and resumes have been submitted. Vendor should clearly explain how each key project activity will be addressed and by whom on the Vendor's project team. Vendor must commit that Vendor Personnel identified in its Project Proposal will actually perform the assigned work. Be advised, DCAS may cancel the Work Order, re-award the Work Order to other vendors, or take other appropriate actions if the proposed Vendor Personnel become unavailable.

The logo for DCAS features the letters 'D', 'C', 'A', and 'S' in a bold, sans-serif font. Each letter is split vertically down the middle. The left half of each letter is colored blue, and the right half is colored black. The letters are positioned closely together, creating a cohesive and modern brand identity.

DCAS

Thank You