



CITY OF POCOMOKE CITY, MARYLAND

REQUEST FOR PROPOSALS (RFP)

Professional Appraisal Services – Multi-Parcel Property Assessment

1. INTRODUCTION

The City of Pocomoke City, Maryland is requesting proposals from qualified, licensed real estate appraisers to perform a comprehensive appraisal of a group of contiguous and related parcels located within the City.

This appraisal will support strategic planning, redevelopment evaluation, and potential future use of the site.

2. PROPERTY IDENTIFICATION

The subject area consists of **multiple adjoining parcels and improvements** as identified in the Maryland Department of Assessments and Taxation (SDAT) records and mapping system.

Property Details:

- **County:** Worcester County, Maryland
- **SDAT District:** 01
- **Primary Account Number:** 01-018116
- **Map Reference:** Maryland SDAT Real Property Map (as provided)

Included Parcels:

- **Parcel P.920**
- **Parcel P.924**
- **Parcel P.925**
- **Parcel P.926**
- **Parcel P.649**

Improvements:

- Structures identified on SDAT mapping as **Building “A” and Building “B”**

Important Note:

All parcels and improvements shown in the referenced SDAT image, including Parcel 649, shall be considered part of **one unified appraisal assignment**, while also requiring **individual parcel valuation where appropriate**.

The selected appraiser is responsible for verifying:

- Parcel boundaries
- Ownership structure
- Zoning classifications
- Site characteristics

3. PURPOSE OF APPRAISAL

The City is seeking to determine:

- **Fair Market Value (As-Is) of each parcel**
- **Aggregate value of the assembled site (including Parcel 649)**
- **Highest and Best Use of the combined parcels**
- **Redevelopment potential and value (if applicable)**

This appraisal will inform:

- Redevelopment planning
- Potential acquisition or disposition
- Public use conversion (including potential community facility use)
- Funding and grant applications

4. SCOPE OF SERVICES

The selected appraiser shall provide the following:

A. Site Inspection

- Full inspection of all parcels and structures
- Exterior inspection required

- Interior inspection where access is available

B. Valuation Requirements

- Appraisal must comply with:
 - **Uniform Standards of Professional Appraisal Practice (USPAP)**
- Provide:
 - Individual parcel valuations
 - Combined assemblage value (inclusive of Parcel 649)
 - Value with and without improvements (if applicable)

C. Analytical Components

- Comparable sales analysis
- Market conditions analysis
- Zoning and land use review
- Highest and best use analysis (as-is and as assembled)

D. Approaches to Value

- Sales Comparison Approach (required)
- Cost Approach (if applicable)
- Income Approach (if applicable)

5. DELIVERABLES

The final appraisal report must include:

- Executive summary
- Detailed description of each parcel:
 - P.920
 - P.924
 - P.925
 - P.926
 - P.649
- Description of improvements (Buildings A and B)
- Maps and parcel outlines
- Photographs
- Comparable sales analysis
- Market analysis
- Highest and best use analysis
- Final reconciled values:
 - Per parcel

- Combined site value

6. TIMELINE

- Completion required within **21–30 days** of notice to proceed
- Expedited services may be requested

7. QUALIFICATIONS

Proposers must:

- Hold a valid **Maryland Certified General Appraiser License**
- Have experience with:
 - Multi-parcel/assemblage appraisals
 - Commercial or mixed-use properties
 - Municipal or public-sector projects (preferred)
- Demonstrate familiarity with the Eastern Shore real estate market

8. PROPOSAL REQUIREMENTS

Submissions must include:

A. Firm Information

- Company name and contact details

B. Experience

- Relevant multi-parcel or redevelopment appraisals

C. Project Approach

- Methodology for valuing both individual parcels and assembled site

D. Fee Proposal

- Lump sum cost for entire assignment
- Optional breakout cost per parcel

E. References

- Minimum of three (3) references

F. Sample Work

- One comparable appraisal report

9. EVALUATION CRITERIA

- Qualifications and relevant experience
- Understanding of multi-parcel valuation
- Cost competitiveness
- References

10. SUBMISSION INSTRUCTIONS

Deadline: April 9, 2026 **Time:** 4:30 P.M.

Submit to:

City of Pocomoke City

Attn: Brandy Matthews

101 Clarke Ave.

Pocomoke City, MD 21851

Email: Brandy@PocomokeMd.Gov

11. TERMS AND CONDITIONS

- The City reserves the right to reject any and all proposals
- The City may request interviews or additional information
- This RFP does not obligate the City to award a contract
- All work must comply with applicable laws