



# 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: [BMatthews@PocomokeMd.Gov](mailto:BMatthews@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