San Juan County would like to retain the professional services of a qualified and licensed residential appraiser to assist San Juan County in performing residential appraisals, property evaluation and property data collection throughout the County.

We invite you to submit in response to this Request for Qualifications (RFQ). Questions regarding this RFQ can be submitted to [mmcdonald@sanjuancountyut.gov](mailto:mmcdonald@sanjuancountyut.gov) or by calling (435) 587-3225.

All responses and qualifications need to be received by 5:00 PM, March 26, 2025. Submissions can be sent by mail to PO Box 9, Monticello, Utah 84535 or Hand delivered to the Clerk/Auditor’s office at 117 S Main Street in Monticello, Utah 84535 or emailed to [mmcdonald@sanjuancountyut.gov](mailto:mmcdonald@sanjuancountyut.gov)

**Scope of Services**

* Experienced real estate appraisal companies licensed through the state of Utah Department of Commerce Division of Real Estate to perform mass commercial appraisals throughout the County.
* Reappraisal and Appraisals of residential properties both known and assistance in appraising those properties that were previously unknown.
* Provide appraisals of residential properties in San Juan County including all land, site improvements and buildings.
* Collection of sales comparables for various types of buildings. Analysis of these sales as they apply to the improvement being appraised.
* Each building shall be measured, and a Marshall & Swift Cost estimator prepared for each building.
* Photographs of each building shall be provided by Vendor.
* Compile and enter data into the State’s PUMA system.
* Report efforts to the County Assessor and State of Utah Tax Commission

**Terms of Engagement**

1. Independent Contractor:
   * The contractor will operate independently and must secure and maintain all necessary insurance, bonding, including general liability, automobile, disability, unemployment, and worker’s compensation.
   * The contractor is responsible for all payment of all applicable taxes and must indemnify San Juan County against any claims arising from noncompliance.
2. No Subcontracting:
   * The contractor may not subcontract any services without the written consent of San Juan County.

**Compensation**

The contractor will be compensated at a rate of $55.00 per hour which includes time spent on performing appraisal services, data input and travel time to and from the property.

**Preferred Experience and Qualifications**

* Three years of active residential appraising.
* Be local from the area or region of San Juan County, Utah
* High school diploma or GED
* Valid Utah driver’s license
* State of Utah Certified Appraiser license

**How to Apply**

Interested contractors should submit a quotation including:

* Relevant experience and qualifications.
* Confirmation of independent contractor status and ability to meet insurance and tax obligations.

Please submit your quotation by submission deadline to contact email or mailing address. For any inquiries, feel free to reach out to Mack McDonald at [mmcdonald@sanjuancountyut.org](mailto:mmcdonald@sanjuancountyut.org).

**Selection and Award**

Selection and award will be subject to the County’s Purchasing Policy for services. The Purchasing Policy can be located at [www.sanjuancountyut.gov](http://www.sanjuancountyut.gov) or by emailing Mack McDonald at [mmcdonald@sanjuancountyut.gov](mailto:mmcdonald@sanjuancountyut.gov).