



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: March 3, 2026

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to approve a pre-qualified professional services list of state-certified real estate appraisers for various City projects within the City of Denton for the Real Estate Department; and providing an effective date (RFQ 8955 – for a three (3) year term).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

Per federal, state, and local laws, municipalities must obtain independent market appraisals before purchasing real property. The City of Denton Real Estate team routinely engages licensed appraisers to provide professional appraisal services for land and easement acquisitions in support of Capital Improvement Projects and City-wide initiatives. Real Estate has engaged appraisers with an average annual spend of \$42,000.

The request for qualifications aims to provide a pre-qualified list of approved appraisal firms from which the Real Estate department can select appraisers for specific projects. This should enhance the City's ability to move capital improvement and various real estate projects forward from concept to reality more efficiently by streamlining the appraiser engagement process. The approved real estate appraisal firms will be selected based on their economical and expeditious availability, and according to procurement guidelines.

It is intended that this method of qualifying appraisal firms for current and future capital/citywide projects will be repeated every three (3) years and is eligible for use by any City of Denton departments and divisions when these services are required.

Request for Qualifications (RFQ) for professional real estate appraisal services was sent to 260 prospective firms for these services, including four (4) Denton firms. In addition, the RFQ was placed on the Procurement website for prospective respondents to download and advertised in the local newspaper. Fourteen (14) statements of qualifications (SOQ) were received. The SOQs were evaluated based on published criteria, including identification and understanding of the City's requirements, past performance, experience, key personnel, and ability to meet schedules for each category of service. All firms scoring 80

or higher were placed on the list. The evaluation team is recommending approval of the list with fourteen (14) qualified firms.

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| NIGP Code Used for Solicitation: | 946 - (Service Only) - Financial Services |
| Notifications sent for Solicitation sent in IonWave: | 260 |
| Number of Suppliers that viewed Solicitation in IonWave: | 26 |
| HUB-Historically Underutilized Business Invitations sent out: | 40 |
| SBE-Small Business Enterprise Invitations sent out: | 60 |
| Responses from Solicitation: | 14 |

RECOMMENDATION

Recommend approval of a pre-qualified professional services list of state-certified real estate appraisers for various City projects within the City of Denton for the Real Estate Department as reviewed and qualified by City staff.

ESTIMATED SCHEDULE OF PROJECT

This is a three (3) year term.

FISCAL INFORMATION

No funds are requested or required to be spent as part of this approval. Individual contracts will be negotiated with each firm. These services will be funded from various project accounts as project jobs are created and funded. Requisitions will be entered on an as-needed basis.

EXHIBITS

- Exhibit 1: Agenda Information Sheet
- Exhibit 2: Evaluation Sheet
- Exhibit 3: Ordinance

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Deanna Cody, 940-349-8252.

Legal point of contact: Leah Bush at 940-349-8333.