

REQUEST FOR PROPOSAL DUCHESNE COUNTY
Assessor's Office

1. GENERAL

Objective/Purpose

Duchesne County is inviting submissions from well-qualified Commercial Appraisers to provide consistent assessment of commercial and industrial properties throughout Duchesne County. Under general guidance and direction of the County Assessor, organize and perform duties related to Board of Equalization procedures, including defending property values and representing the County in local and state hearings.

2. TERM

Duchesne County is seeking qualified proposals for an independent contractor to serve a one-year term, or series of one-year terms beginning October 1, 2026 and continuing through May 31, 2028.

3. WORK REQUIREMENTS / QUALIFICATIONS

Expectations

1. Comply with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) and the International Association of Assessing Officers (IAAO).
2. Gather and validate data associated with commercial real property including methods such as measuring structures, physical inspections of the exterior and interior of buildings, photographs of property, intended use of property statements, and the classification building sections.
3. Perform field review of commercial completion percentage of new construction, identifying comparable selection criteria for property valuation, and completing required appraisal forms.
4. Lead the inspection and valuation of complex properties for the assessment roll.
5. Review Board of Equalization reports for Commission approval and update Board of Equalization values, as needed.
6. Perform and coordinate review and preparation of evidence for local and state Board of Equalization hearings; provide documentation and evidence for appellants and hearing officers; defend values, as needed.
7. Analyze and compare property characteristics associated with property inventory data; utilize geographic information systems (GIS) software and aerial imagery software, as needed.
8. Determine intended use of all types of properties; perform physical inspection of exterior and interior; photograph properties, as needed.

9. Collect, analyze, and verify commercial sales, vacancy rates, expenses, and lease information from all types of properties to be used in narrative appraisals and computer assisted appraisals.
10. Prepare complex narrative commercial appraisals; analyze physical, economic, social, and environmental factors that may affect property values.
11. Collect and analyze commercial income, sales, and rental data on all types of commercial properties and land for use in appraisal valuation development
12. Serve as an expert witness to defend appraised values and taxable status ant the State Tax Commission and all levels of appeals courts.
13. Participate in ongoing equalization and appraisal efforts of commercial properties; survey building activity for new construction or improvements; assess quality, condition, and functional design.
14. Collect, evaluate, and prepare sales for local sales ratio study; monitor MLS information; evaluate computerized appraisals to verify accuracy; monitor computer data and programs related to property valuation and appraisals.
15. Determine commercial valid sales for Sales Ratio as mandated.
16. Conduct a detailed review of twenty percent of all commercial property in Duchesne County each year.

Qualifications

- Considerable knowledge of Board of Equalization procedures
- Considerable knowledge of Utah tax code and the appeals process
- Knowledge of building standards, appraisal methods, and research principles, methods, and techniques in relation to commercial real property
- Knowledge of land appraisal and building cost estimating methods
- Skilled in appraising real estate using cost, sales comparison, and income approaches to valuation
- Skilled at determining quality of construction and design classifications
- Skilled in reading plats and blueprints
- Skilled in comparing digital imagery with property inventory for validity
- Skilled at preparing appraisals for equalization processes
- Skilled at mass updates to property records
- Ability to calculate square footage, perimeter, wall heights, and associated ratios associated with usage classifications
- Ability to locate property according to description
- Possess certification as Certified General Appraiser with the Utah State Department of Commerce
- Possess certification as a Certified Residential Appraiser with the Utah Department of Commerce

Pricing

Proposals must include detailed explanations of proposed compensation structure to cover all RFP expectations.

Insurance

Proposals should include commitment to obtain/maintain insurance policies as follows:

- Professional Liability coverage in an amount not less than one million dollars (\$1,000,000) for each claim and two million dollars (\$2,000,000) aggregate.
- Workers Compensation and Employer's Liability coverage. Employer's Liability coverage shall be in an amount not less than one hundred thousand dollars (\$100,000) for bodily injury caused by accident and one hundred thousand dollars (\$100,000) for bodily injury by disease. Waiver of Workers Compensation Coverage may be considered in lieu of coverage.
- Automobile coverage in an amount not less than two hundred thousand dollars (\$200,000) and five hundred thousand dollars (\$500,000) per occurrence.

4. SUBMISSION GUIDELINES

Proposals may be submitted either in a sealed envelope addressed to the Duchesne County Commission care of Traci Herrera, Duchesne County Assessor at 734 North Center Street (PO Box 998), Duchesne UT 84021, or via email addressed to therrera@duchesne.utah.gov by September 11, 2026

Submissions must be clearly labeled with "Commercial Appraiser Proposal" and must include submitter's name and contact information. Proposals will be considered by the Duchesne County Commission. After proposals have been reviewed, further discussions or interviews may be conducted. It is anticipated that final award of contract will be made in the first available duly noticed Commission Meeting after submissions have been reviewed.