



## Request for Proposals (RFP) Addendum

### Property Appraisal Services

CIS Trust  
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Wilsonville, OR 97070  
(503) 763-3800

Issuance of RFP:	February 2, 2026
Deadline to Submit Written Questions about the RFP:	February 18, 2026, 5:00 p.m. (PT)
Proposal Due Date:	March 18, 2026, 5:00 p.m. (PT)
Evaluation of Proposals, Finalists Selected:	Week of March 23, 2026
Finalist Interviews (if needed):	Week of April 13, 2026
Anticipated Contract Award:	June 1, 2026 (After CIS Board Meeting May 29, 2026)
Commencement of Contract:	July 1, 2026

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## ADDENDUM

### A. BACKGROUND

On February 4, 2026, CIS issued a Request for Proposals (RFP) to solicit offers from qualified vendors to provide property appraisal services for CIS Trust (“CIS”).

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. Submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PT) on March 18, 2026.**

### B. PROPOSAL DUE DATE CLARIFICATION

CIS is also issuing this Addendum to the RFP to clarify the proposal due date. On the RFP cover page and page 7, Section III(D)(1) “Proposal Submittal”, the specified deadline for submitting proposals is 5:00 p.m. (PT) on March 18, 2026. However, on page 6, Section III(A) “RFP and Evaluation Schedule”, the proposal deadline is listed as 5:00 p.m. (PT) on March 16, 2026. **This is to clarify that the correct due date for submitting proposals is 5:00 p.m. (PT) on March 18, 2026.**

All other dates that followed the Proposal Due Date on the RFP and Evaluation Schedule remain the same as listed in the RFP and on the cover page of this addendum.

### C. RESPONSES TO QUESTIONS

#### 1. Assignment Method and Timing

How will CIS issue appraisal assignments (annual batch list, by member, or by region), and when is the initial list typically released each fiscal year?

**Response:** CIS meets with the appraisal firm in July to review the appraisal group for that year and provides a workbook of member schedules.

#### 2. Expected Volume Range

For a typical fiscal year, what is the estimated number of structures to be appraised (minimum, most likely, and maximum), and how does that volume change under the potential 4-year and \$400,000 threshold model?

**Response:** See Response #19. Members add and remove properties each year which will impact the count, but overall membership is very stable. Additionally, as properties increase in value it is anticipated that the count will increase and not decrease, however, that is not guaranteed. In addition to the numbers provided in Response #19, about 1,500 structures would be added if the threshold dropped to \$400k.

3. Travel Cost Expectations

Should travel time and mileage be included in the per structure unit fee, or may travel be priced separately, and if separately, in what format?

**Response:** Travel time and mileage should be included in the per structure unit fee.

4. Treatment Plant Scope Boundaries

For water and wastewater facilities, what must be included in the replacement cost valuation (process equipment, generators, SCADA, underground piping, site improvements), and does CIS have a preferred valuation breakdown or reporting structure for these assets?

**Response:** All of the listed items should be included in the valuation and broken down by building, contents, and property in the open (PIO). Replacement cost and actual cash value should be provided for the building. Contents and PIO are to be valued at replacement cost. Process equipment, generators (inside structures), and SCADA are included in the building value. There are usually minimal contents at water and wastewater facilities, so what is considered contents is typically for office or lab/control room equipment. Outside generators, fencing, lighting, etc. are considered PIO.

5. Revisions During the Two- Week Review

During the preliminary report review period, how many revision cycles are expected or allowed, and what turnaround time does CIS expect for corrections prior to final submission?

**Response:** Most CIS members don't ask for revisions during the preliminary review period but there is no limit. CIS expects receipt of the final submission within two weeks of the last revision request.

6. Subcontractor Disclosure and Compliance

Are subcontractors required to be identified at proposal submission and kept fixed, and are subcontractors required to provide proof of Oregon authorization and insurance certificates at proposal time or only prior to performance?

**Response:** The contractor can use any subcontractor it wishes with the caveat that they meet all requirements to legally provide property appraisal services in the State of Oregon.

7. Incumbent and Contract Value

Is there a current incumbent vendor performing these appraisal services? If so, can CIS provide the incumbent's current contract value or recent annual spend for these services (or a not-to-exceed amount if applicable)?

**Response:** The current incumbent vendor is HCA Asset Management and the per unit fee for non-historical structures is \$135. Historical structures are \$150.

8. Approximately how many historical structures are in scope?

**Response:** There are 92 buildings currently insured at Historic Replacement Value. Members are not required to cover these structures at this valuation, so the actual number of historical buildings is higher. The estimated number of historical appraisals to be performed each year is expected to be in the range of 30 to 40.

9. Will COPE data of each building be available to the appraiser or is that to be developed by the appraiser?

**Response:** That information should be developed independently by the appraiser. However, CIS can provide access to prior appraisals as a reference and for comparison purposes.

10. Will land improvements (#7) of each site be available to the appraiser or is that to be developed by the appraiser?

**Response:** Same as Response #9. Land improvements are detailed and valued in the Notes section of the photo report page.

11. Should land improvements (#7) be valued?

**Response:** Yes. See Response #10.

12. Will additional items (#8) of each site be available to the appraiser or is that to be developed by the appraiser?

**Response:** Same as Response #9.

13. Should additional items (#8) be valued?

**Response:** Yes.

14. Can CIS provide a copy of its current statement of values? [Company] is prepared to execute an NDA if necessary.

**Response:** CIS will provide SOV data to the winning bidder as part of the appraisal process.

15. Please confirm the delivery date for the RFP - is it 3/16 or 3/18? There are multiple dates listed in the RFP.

**Response:** As stated in Section B above, the due date for submitting proposals is 5:00 p.m. (PT) on March 18, 2026.

16. Regarding Item #7, Land Improvements: Should land improvement values be reported in aggregate by building, or does CIS prefer more detailed, itemized reporting which could be provided for an additional fee?

**Response:** See Responses #10 and #11.

17. For Item #17, Trending: Is CIS seeking the vendor to annually trend the non-appraised properties, or simply provide trend factors that CIS can use internally to trend those properties?

**Response:** Provide trend factors for CIS to consider when internally trending in our underwriting system.

18. General - What is the property insurance renewal date for the properties?

**Response:** July 1 of each year.

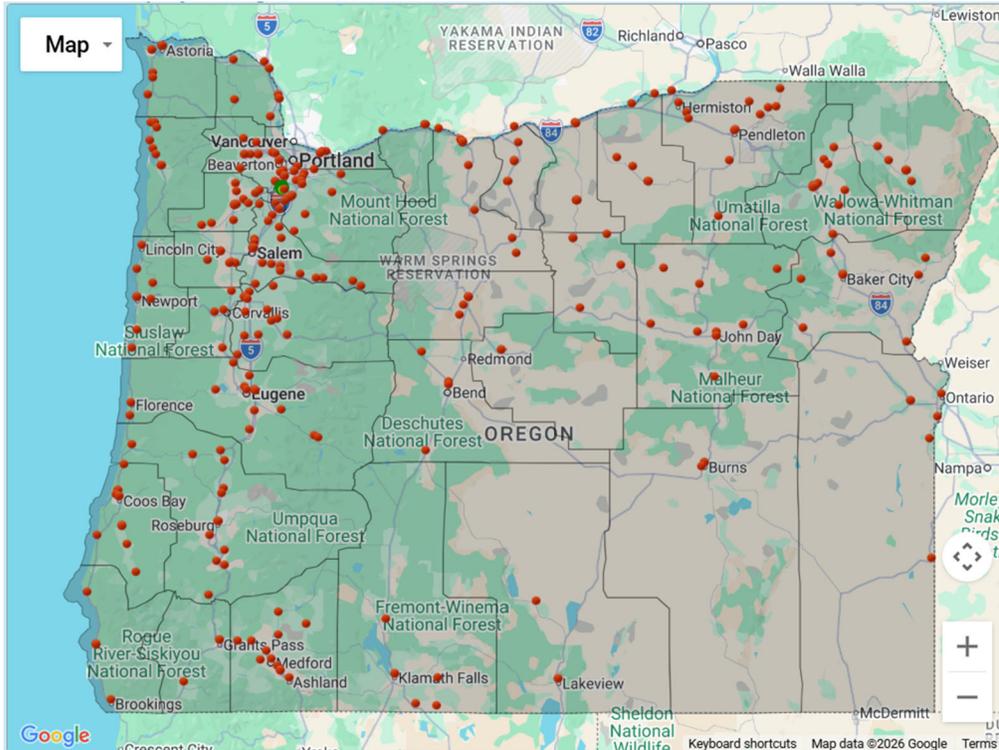
19. RFP Document – Purpose & Background Sections summarize what CIS is including in scope in terms of thresholds for Building Value, however, there is no way for bidder to project by year as to the estimated number of buildings, the occupancy types, or the geographic dispersion of those sites. So, would it be possible to provide bidders with the most recent Statement of Values? Does the SOV show “last date of appraisal” for each property?

**Response:** See Response #14. A map of CIS property members is illustrated below for reference and each year the appraisal firm can expect to travel to locations throughout the state (about 1/3 if a three-year cycle or about 1/4 if a four-year cycle) and not limited to a geographical area of the state. For perspective, the current 3-year \$500k threshold resulted in the following number of appraisals over the past three years:

- 2025 (1,593 buildings; 35 historical buildings; 91 members)

- 2024 (1,724 buildings; 29 historical buildings; 97 members)
- 2023 (1,402 buildings; 31 historical buildings; 89 members)

Map of CIS Property Members:



20. RFP Document – Scope of Work – Section 4 – By indicating that valuation of contents would be based on a formula rather than the actual count of assets, you are indicating that contents should be valued in the aggregate with an observation and modeling approach – correct? In other words, CIS is not establishing any dollar threshold by which individual assets above the threshold need to be identified and valued individually – correct?

**Response:** Correct. Contents are valued using a formula of dollars per square foot based on the occupancy type. However, if an appraised contents value ends up being lower than the current scheduled contents value for a location, the higher current contents value is left as is.

21. RFP Document – Scope of Work – Section 7 – do you want the itemized details for property in the open to include individual replacement cost? Or do you want the value of PITO to be included (embedded) in the value of the Building/Structure?

**Response:** PITO should be itemized separately from the building on a separate detail report. Groups of identical items, such as benches and trash receptacles, can be

grouped together with a total value for the group. The number of items in the group should be specified (e.g., bench x 4).

22. RFP Document – Scope of Work – Section 17 – do you want the quote for trending values for structures not being appraised to be quoted as a separate option? Is the scope for trending these properties known for year 1 – the requirement for this currently says, “as requested by CIS”? You would want both buildings/structures and contents trended – correct?

**Response:** See Response #17. and also note that each December CIS seeks appraisal firm’s input for current trend factors and a dialogue/email with projections on where the market is headed and what trend might look like 4 to 6 months out with full understanding that CIS will make the final determination for trending non-appraised properties in our system from conversations with the appraiser and other sources. There is no need to quote this as a separate option.

23. Can a full property schedule be provided of all buildings?

**Response:** See Response #14.

24. If not, can you provide the number of sites/addresses the 4,541 buildings are at, and the number of sites/addresses the 1,547 buildings are at?

**Response:** See Response #19.

25. In section 1B, it is mentioned that there are 6,088 structures with values > \$400,000. How many do you anticipate between \$100,000 and \$400,000?

**Response:** While about 3,800 structures are scheduled, only a handful in this range would be eligible for appraisal each year.

26. Do we need to do onsite inspections if we have a reliable data source for items A - K in section 2.1?

**Response:** Yes, to satisfy some of the scope requirements in 2.2 through 2.18.

27. How many properties fall into section 2.3?

**Response:** See amounts for the past three years in Response 19. that can be used for future projections.

28. Will the formula mentioned in section 2.4 be provided, or do we need to develop one?

**Response:** See Response #20.

29. How many waste/water treatment plants fall under sections 2.13 and 2.14?

**Response:** Approximately 261 treatment plant sites.

30. Section 2.17 implies that we will need to build trending models. These will not be used in the first year, but will be required in subsequent years?

**Response:** See Response #22.

31. Since the RFP emphasizes physical visits to the actual sites, has CIS budgeted for travel and accommodations by proposers?

**Response:** No, it is expected that travel costs are built into the proposal.

32. Does CIS have any explicit goals for what percentage of properties should be visited?

**Response:** See Response #26. CIS expects 100% of designated properties to be appraised via an on-site visit.

33. Are respondents to the RFP required to gather all property-specific data (e.g. square footage, year built, physical condition), or will CIS and/or its members be providing this?

**Response:** CIS will provide this information as part of the SOV and as noted on prior appraisals, but validation is expected.

34. The RFP stipulates that respondents to the RFP must “Provide current property trend data each year as requested by CIS Underwriting to use for structures not being appraised.” What exactly does CIS mean by “property trend data?” Are there any limitations to the sources that proposers may access for this data; e.g. public v. private v. subscription-based, etc?

**Response:** See Responses #30. and #22. There are no limitations of sources.

35. Is CIS seeking one prime vendor for the entire statewide program, or will CIS consider multiple awards (e.g., regional lots, property-type specialization like water/wastewater, historic, etc.)?

**Response:** One prime vendor for the entire statewide program.

36. Historically, what percentage of members elect to add buildings below the threshold at time of their scheduled appraisal?

**Response:** No more than a handful are likely to add buildings below the threshold each year.

37. Can CIS provide a distribution by county/region (or approximate travel clusters) to help estimate fieldwork logistics and travel cost?

**Response:** See Response #19.

38. Would CIS provide the mix by property type (residences, office buildings, industrial buildings, apartment buildings, city halls, fire stations, parks buildings, libraries, treatment plants, pump/lift stations, pools, substations, etc.) and approximate counts for “specialized municipal structures?”

**Response:** Listed below are occupancy types with total building insured values greater than 0.50% of all scheduled total building insured values that represent a sample of the property types that will be appraised.

Occupancy	% of Building TIV
WW Treatment Plant	17.61%
Water Treatment Plant	12.75%
Reservoir	7.78%
City Hall	7.03%
County Courthouse	5.84%
Police Department	4.50%
Office	4.11%
County Jail	3.25%
Library	3.24%
Community Centers	2.64%
Public Works Building	2.36%
Storage Tanks	2.17%
Fairgrounds Building	1.83%
Fire Department	1.77%
Overflow Piping	1.53%
Bridge	1.41%
Lift Station	1.32%
Museum	1.06%
Electric Utilities	0.98%
Swimming Pools	0.94%
Senior Citizens Bldg	0.81%
Maintenance Garage	0.72%
Water Tower	0.69%
Pump Station	0.67%
Parking Ramps	0.66%

Occupancy	% of Building TIV
Booster Station	0.61%
Community Health Center	0.60%
Storage Bldg/Shed	0.57%
Dwellings	0.56%
Well House	0.55%
Performing Arts Ctr	0.51%

39. Will CIS provide a master schedule (by member + location number) with existing insured values, historic values, addresses, and attributes before fieldwork begins? What other additional data will be provided?

**Response:** Yes, a detailed SOV will be sent with access to prior appraisals also available.

40. When the RFP states the report should include the existing CIS schedule location number plus any new appraiser-assigned location numbers (if site changes), what are the rules for: a. Splitting/merging locations, b. Adding sub-locations c. Handling multi-building campuses with one location number

**Response:** CIS uses a three-digit code to identify the property site address and subsequent two-digit codes to identify the structures within the property (e.g., 001.01 PUBLIC WORKS OFFICE, 001.02 PW STORAGE SHED, 001.03 PW SHOP). The appraiser should complete a separate page for any new buildings and can assign a new location number (e.g., 001.04 PW GENERATOR BUILDING). CIS will handle any splitting/merging required.

41. Can CIS confirm whether the exclusions include:

- a. Museum collections / artifacts
- b. Specialized equipment (SCADA, lab instruments)
- c. Library collections
- d. Emergency apparatus/equipment stored in stations (if not “mobile equipment”)

**Response:** Museum collections/artifacts do not need to be appraised. Specialized equipment should be included in the building value if permanently installed/attached to the structure. Library collections do not need to be appraised. Loose emergency equipment does not need to be appraised.