Suffield Public Schools
Central Office Relocation
Project

Town of Suffield CT

Request for Appraisal services

RFQ/RFP Issue Date: November 24, 2026

RFQ/RFP Due Date: No later than December 4, 2026, at 2:00 p.m.

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I. Project Overview

The Town of Suffield is exploring the potential acquisition of an existing commercial property as a possible site for the relocation of the Central Office of Suffield Public Schools. Accordingly. the Town is exploring the purchase of 200 Mountain Road to house district employees currently located in Suffield Middle School. The Town is seeking at least two appraisals for this property.

See Appendices for the property details for 200 Mountain Road Suffield, CT.

Please note that the Town is currently negotiating the purchase of the identified parcel and the appraisal assignment, values, and reports are confidential until the Town releases them, and appraisers must not disclose them.

II. Project Schedule

The selection of appraisers and completion schedule of the work is as follows and is subject to change:

1. RFP Published: November 24, 2026
2. Questions should be submitted prior to December 1, 2026 at 2:00 p.m.
3. Responses will be provided by December 2, 2026 at 10:00 a.m.
4. Proposals Due by December 4, 2026, 2:00 p.m.
5. Consultant Selection: December 7, 2026, or shortly thereafter.
6. Final appraisals by December 22, 2026

III. Scope of Services

A. Appraisal

1. *Provide a signed PDF appraisal report and two signed original reports for the approximately 6,500 square foot commercial building located at 200 Mountain Road, Suffield, CT, to potentially be purchased by the Town of Suffield. Attached is a real estate listing as well as a construction floor plan.*
2. *The services shall provide all required data in a final USPAP-compliant report sufficient for legal negotiations for the property.*
3. *The appraisal should include both a sales comparison and income approach to valuation. For the income approach, the appraisal must state how the unfinished portion of the building is treated with this method.*
4. *The appraisal shall include an interior and exterior inspection of the structure, including both the finished and unfinished portions of the building.*
5. *The appraisal should include a verification of the building area. There exist conflicting data sources indicating the building is between approximately 6,000 and 6,900 square feet.*

6. *The Town may require the selected appraisal firm to provide a certificate of insurance naming the Town as an additional insured.*
7. *The appraisal should also indicate how the property's shared-lot easement was factored into the valuation.*

B. Agreement

1. The selected appraisers will enter into an Agreement directly with the Town of Suffield. *The proposals shall include all services as described in this RFP.*

IV. Contents of Proposal

A. Transmittal Letter, including:

a. Company name and location.
b. Statement indicating your understanding of the work to be performed.
c. Name, title, address, telephone number, and e-mail address of the individual to whom all inquiries about this response should be addressed.
d. Number of years performing appraisal services
e. The name of the signing appraiser
f. Copy of the appraiser's credentials to perform the appraisal services including a copy of a current Connecticut Certified General Appraiser license for the signing appraiser
g. Confirmation that you can complete the appraisal within the specified period.
h. Conflict-of-interest disclosure indicating no relationship with the seller/estate, the listing broker Chestnut Oak, or Chris Colli.

B. Fee Proposal: Provide a fixed Fee proposal on your letterhead including the information listed above. The fee proposal shall be valid for 60 days and be inclusive of routine follow up from the Town of Suffield or State of Connecticut.

V. Selection Criteria

The Town will select two separate firms to provide two independent appraisals. Successful appraisal firms will be based upon qualifications, fee proposal and the ability to meet the deadline as determined by the Town of Suffield and the permanent Building Committee.

VI. Instructions for Submission of Proposal

A. Submission Logistics

One original of the proposal shall be submitted No later than December 4, 2026, at 2:00 p.m. to the following:

Eric Remington
School Business Manager
350 Mountain Rd
Suffield CT 06078

Alternatively, bids may be submitted electronically via email to bids@suffield.org

Questions regarding this request for proposals should be directed to Eric Remington at eremington@suffield.org or by calling 860-461-8018.

Responses will be provided to all proposers by December 2, 2026 at 10:00 am.

Please clearly mark all proposals with **"Suffield Central Office: site appraisal."**