# October 13, 2026

# MARYLAND STATE TREASURER'S OFFICE

**Louis L. Goldstein Treasury Building**
**80 Calvert Street, Room 109**
**Annapolis, Maryland 21401**

## QUESTIONS AND ANSWERS
## FOR
## REQUEST FOR PROPOSALS FOR INSURANCE APPRAISAL SERVICES – REAL PROPERTY AND INFRASTRUCTURE

## RFP #INSAPP-09172026

| Number | Question | Section/Page number (if applicable) | Response |
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| **1** | When was the most recent cycle of appraisals completed? What valuation company was contracted to perform the appraisals during that cycle? | | This is a new project for the State so there are no current contractors. |
| **2** | Do you have MBE (Certified by State of Maryland) subcontractors list that we can tap into for partnering on the Proposal/Engagement? | | A comprehensive list of MDOT certified MBE firms can be found via the following link: https://marylandmdbe.gob2g.com/<br><br>Go to "Search Directory of Certified Firms". In "Search by Certification Type" choose **Minority Business Enterprise (MBE) only**. "Search by Commodity Code" provides the option to look for firms within desired categories.<br><br>Further helpful details on how to use the website can be found here: |

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| | | | https://www.mdot.maryland.gov/MBE_DOCS/Directory_Presentation2022.pdf<br><br>Please note that while firms on the list are certified, the State does not and cannot guarantee the reliability and performance of any firm. It is highly recommended that Offerors perform their own due diligence prior to finalizing any arrangements. |
| **3** | When is the appraisal project expected to be awarded? | | It is expected to occur in late December 2026 or in January 2027. |
| **4** | What is the expected timeline for rolling out the appraisal? | | For Category A, the anticipated start date would be 30 days after the award, preferably to commence no later than February 1, 2027.<br><br>For Category B, the anticipated start date depends on availability of Maryland Transportation Authority and the successful bidder to schedule a preliminary meeting for logistics and planning, then to commence within 30 days after that meeting. |
| **5** | What is the expected timeline for report delivery for each year of the appraisal? | | For both Categories, the State's preference is to receive appraisals within 90 days after completion of the physical inspection, but in no event later than December 1st of the calendar year in which the appraisal was performed (SEE AMENDMENT #1) |
| **6** | What is the property insurance renewal date for the properties? | | Category A is April 1st; Category B is December 1st. |
| **7** | Please further detail a specific scope for "calculations for the Maximum Foreseeable Loss (MFL)" as alluded to in Section 2.3.3. | | The largest credible amount incurred in a partial property loss from a single occurrence, such as fire, earthquake, aircraft strike, |

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| | | | etc., not a total loss to the entirety of the structure. |
| **8** | Are we to appraise just buildings; or also Land Improvements (above ground improvements at each inspected building, such as flagpoles, fencing, outdoor lighting, etc.)? | | For Category A, no outdoor property such as flagpoles, fencing and lighting are required to be included in the appraisal. Building systems such as sprinklers, electrical, plumbing and HVAC equipment are to be included in the appraisal.<br><br>For Category B, all attached or adjacent equipment, including lighting, guardrails, electronic signage, dolphins, suspension cables, etc. should be included in the appraisal. Underwater/underground structures such as bridge piles are to be included in the appraisal. |
| **9** | Are the terms & conditions negotiable? | | See Section 4.15, page 27 of the RFP. Any exceptions will be considered on a case-by-case basis in conjunction with our Legal Counsel. Please be reminded that most terms & conditions are non-negotiable due to Maryland Statutes, Regulations and/or STO Policy. |
| **10** | Insurance valuation professionals do not have Certified General Appraiser licenses. In lieu of this requirement, will you accept a designation from a reputable valuation organization like **American Society of Appraisers** – **Accredited Senior Appraiser** in the Machinery and Technical Specialties "ASA"? This designation is considered the highest appraisal designation attainable from the Society, as well as **Uniform Standards of Professional Appraisal Practice** "USPAP" certified? | **Page 7 of 44, 1.1 Offeror Minimum Qualifications, A** | See Amendment #1 |

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| **11** | Insurance valuations do not have any commercial real estate appraiser license, this is more for real estate appraisals, which are significantly different from an insurance valuation. Will you accept experience and other credentials like ASA, MRICS, USPAP that are more in line with insurance valuations in lieu of this? In section 2.3.1 it's saying that an Appraiser License is required to operate in Maryland for the entire duration of the Contract. Since we are not real estate appraisers, we do not qualify for this license and there is no State licenses for Insurance Valuations available. | **Page 7 of 44, 1.1 Offeror Minimum Qualifications, C + Section 2.3.1** | See Amendment #1 |
| **12** | Please verify that estimated Insurance Replacement Costs value is required only for the building and infrastructure. Contents/business personal property (BPP) and Site Improvements are excluded from the scope of the valuation? | **Page 9 of 44, section 2.3.2** | See response to Question #8. |
| **13** | Can you define or explain what you mean by diagram and what all information will be needed in a Diagram? | **Page 10 of 44, section 2.3.5 bullet point – Diagrams.** | **Diagram** refers to a scaled, structured visual representation of a property's physical footprint, layout, and structural components used to calculate its replacement cost or market value. |
| **14** | Will Fair / Average / Good / Excellent be acceptable options? Or are you looking for more detail in this data point? | **Page 10 of 44, section 2.3.5 bullet point – Opinion of general condition and quality** | Fair / Average / Good / Excellent is acceptable. |
| **15** | Signed certified appraisals must be submitted to the State by September of the calendar year in which the appraisal was performed, in Hard Copy and electronic format. For Hard Copy you are looking for the provider to send 1 physical copy of the | **Page 10 of 44, section 2.3.5 – second bullet point** | Understanding the appraisal process likely will not commence until after January 1st, we are modifying this requirement. For both Sections, the State's preference is to receive appraisals within 90 days after completion of |

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| | appraisal to the State in addition to sending it electronically? | | the physical inspection, but in no event later than December 1st of the calendar year in which the appraisal was performed. (SEE AMENDMENT #1)<br><br>A hard (physical) copy should be provided to the State in addition to an electronic copy. |
| **16** | [RFP Section 1.1(A), page 7] Section 1.1(A) requires a designated employee or employees with at least ten years of experience who are qualified as a Certified General Appraiser. Will the State accept a licensed Certified General Appraiser who is a subcontractor, with the Offeror employee meeting the ten-year requirement? Is an ASA designation accepted as supporting evidence of qualification? | **[RFP Section 1.1(A), page 7] Section 1.1(A)** | See Amendment #1 |
| **17** | The $10M professional liability and $5M cyber liability limits in Section 3.14.1 are unusually high for an appraisal engagement. Will the State consider an exception to these limits? | **[RFP Section 3.14.1, page 21; Section 4.15, page 27; Tab D, page 31]** | There is no flexibility for insurance requirements of this RFP. Physical inspections may include controlled access locations, high security zones, and areas with sensitive equipment or data. In addition, reliance by the State on the appraisal/valuations provides independent professional information for insurance purposes. |
| **18** | Section 2.4.3 refers to the start date in the Notice to Proceed (NTP Date), but the RFP does not give one. The conference indicated award in December 2026 or January 2027. What is the expected NTP date and contract start date? If the timeline is not yet decided, when will the State decide it? Is the first annual appraisal submission due in September 2027? | **[RFP Section 2.4.3, page 11; Key Information Summary Sheet, page 3]** | See Amendment #1 |

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| **19** | The State said at the conference that COPE (Construction, Occupancy, Protection, Exposure) data is required in each appraisal. Section 2.3.5 lists construction and protection details but not occupancy or exposure. What COPE fields are required, and is there a template or format? | **[RFP Section 2.3.5, page 10; pre-bid conference]** | COPE (Construction, Occupancy, Protection and Elevation) is the data set to which we referred.<br><br>Construction is the type of material used in building construction, as noted in the RFP – frame, masonry, fire resistive, and corresponding designation by Insurance Services Office (ISO) class codes (1-6).<br><br>Protection includes automatic sprinklers, smoke detectors, central station or local alarms, etc.<br><br>Elevation is the base flood elevation. Elevation would be helpful for the State to have recorded as part of an appraisal, although difficult to determine unless public/agency records at time of construction exist or the location has been re-evaluated due to Federal map revisions.<br><br>Occupancy is the current use of the building – office, hospital, warehouse, prison, classrooms, etc.; we thought this information would be a topic of discussion for the selected appraiser and responsive agency. |
| **20** | Section 2.3.5 requires photographs, GPS coordinates, diagrams, and an opinion of condition for each appraisal. For infrastructure with restricted field access, such as active toll tunnels and bridges, what level of independent data verification does the State expect beyond MDTA-provided records? | **[RFP Section 2.3.5, page 10; Attachment B]** | Purpose of the appraisals is to confirm coordinates, number of stories, square feet, flood elevation, occupancy, sprinklers, potential for weather exposure, etc. which could impact insurance coverage or rebuilding of structures. Field access for the selected vendor will be made available to verify this information. |
| **21** | Appraisal fees are normally built from professional time, travel time, and expenses. Without knowing which locations will be assigned, what their | **[RFP Section 2.2.1, page 8; Attachment 3]** | The full schedule will be made available to the successful bidder. We deem this information confidential. |

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| | occupancy is, how large and complex they are, or where they sit in the State, a flat fee per tier cannot be priced reliably from the information provided. Section 2.2.1 refers to about 500 locations above $50,000,000, but Attachment 3 samples only locations above $300,000,000. Will the State release by addendum, to all offerors, a schedule of the locations above $50,000,000 with at minimum property name and square footage? Adding county and 2026 building replacement cost would help. If the full schedule cannot be released, can the State show how the roughly 500 locations fall across the three Attachment B size tiers? | | |
| **22** | Attachment B prices Category A by square footage alone, and square footage does not track the work involved. A large parking garage and a stadium fall into the same top tier. Attachment 3 lists M&T Bank Stadium at 1,600,000 square feet and a 2026 replacement cost of $991.7M, about $620 per square foot. A parking garage of similar area typically costs a small fraction of that per square foot and has far fewer systems to analyze. Will the State consider an addendum that tiers Category A by 2026 building replacement cost, or by a matrix of square footage and replacement cost per square foot? If the form cannot change, will the State accept a supplemental pricing schedule alongside Attachment B? | **[Attachment B, Category A; Attachment 3]** | Supplemental pricing will not be allowed. The vendor should consider the cost of travel, marine access, drones, administrative costs, copying fees, etc. as part of the flat fee structure. Hourly components are requested for annual trending of prior appraisals conducted by the vendor. The State may consider hourly cost overruns due to extenuating circumstances (strike, unforeseen weather delays, etc.) At the State's discretion, a project may be suspended or an appraisal initiated at another location. |
| **23** | At the conference the State said Category A is up to five locations per year (Section 2.2.1 says five or more), the 100-hour cap is annual, and annual update work may be included in the flat fee or shown hourly. Under Section 4.4.2, will the State confirm | **[RFP Section 4.4.2, page 24; Section 2.2.1, page 8; Attachment B]** | For Section A, the State will be selecting locations to be appraised/valued based on size, location, type of structure which may be from 1 (one) to 5 (five) ***(not five or more)*** within the 100 (one hundred) hour annual cap. (SEE AMENDMENT #1) |

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| | these answers in a written addendum? | | The fee applicable will be based on the total square feet for the location selected by the State.<br><br>For example, if the State selected a location with three buildings of 100,000 square feet, the applicable fee would be the amount bid for real property between 100,001 and 500,000 square feet. If the State selected a location with one building of 400,000 square feet, the applicable fee would also be the amount bid for real property between 100,001 and 500,000 square feet. |
| **24** | Section 2.3.3 requires separate Maximum Foreseeable Loss (MFL) calculations. Does the State mean a worst-case loss with protective systems assumed to fail, or a probable maximum loss (PML) tied to a specific return period? | **[RFP Section 2.3.3, pages 9 and 10]** | MFL is considered the largest credible amount incurred in a partial property loss from a single occurrence, such as fire, earthquake, aircraft strike, etc., not a total loss to the entirety of the structure.<br><br>Business interruption/revenue loss is not a consideration for MFL calculations. |
| **25** | What will the MFL figures be used for: setting peril sublimits, broker or underwriter submissions, lender requirements, or internal risk management? Who is the end reader? | **[RFP Section 2.3.3, pages 9 and 10]** | The data shall be used by the State as deemed appropriate. |
| **26** | Should MFL be reported as dollars, as a percentage of replacement cost (RC), or both? | **[RFP Section 2.3.3, pages 9 and 10]** | Percentage of replacement cost. |

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| **27** | Has an MFL or PML analysis been performed on these properties previously? If so, could the State share the prior report, or the loss scenarios and assumptions that were used (for example, return periods, storm category, earthquake intensity, flood elevation)? We would like to maintain consistency with the existing methodology unless the State intends to update it. | **[RFP Section 2.3.3, pages 9 and 10]** | Data on file will be shared with the successful Offeror. |

**END OF FORM**