



# APPRAISAL DISTRICT FOR CHAMBERS COUNTY

Ladies and/or Gentlemen:

The Chambers County Appraisal District is accepting proposals for appraisal years 2027-2028 for performing appraisal services for telephone companies, cable television systems, electric utility systems, gas utility systems, pipeline systems, railroad companies, and designated industrial/commercial properties located within District's jurisdiction. Other responsibilities may include but are not limited to mapping, ownership transfers, requested reporting, state reporting, taxpayer assistance, and any other data or services that are needed to comply with:

- 1) The Texas Tax Code
- 2) Rules established by the Property Tax Division of the Texas State Comptroller's Office and
- 3) Any other applicable state or federal laws,
- 4) Value defense with:
  - a. Taxpayers
  - b. the State
  - c. litigation
  - d. arbitration
  - e. other person(s) or entity which may request information.

The contract will be for the 2027-2028 appraisal years. The appraisal service will include state compliance, administrative hearings, and litigation that arise in subsequent years. Please note that this RFP is issued pursuant to the Professional Services Procurement Act. TEX. GOV'T CODE ANN. § 2254.01 *et seq.*, (Vernon 2023). Should you wish to submit a proposal, the enclosed information is provided to assist you with the process.

Any questions related to this proposal request must be submitted to the Chief Appraiser in writing to the address above or by email to [smuniz@chamberscad.org](mailto:smuniz@chamberscad.org). All questions must be submitted no later than May 15, 2026. All questions and the respective responses will be made available to any prospective party that may be submitting a proposal. The submitting party will not be identified.

All proposals must be clearly labeled "APPRAISAL SERVICES PROPOSAL". Proposals will be received until 5:00p.m., May 20, 2026. Proposals will be opened after the submission deadline. Respondents may deliver presentations at the next regularly scheduled Board of Directors meeting on May 21, 2026. Presentations will be by appointment only and limited to 15 minutes per respondent. The Board of Directors will evaluate all proposals and is scheduled to make a final decision on July 16, 2026, at 10:00 a.m. The contract will be awarded based on demonstrated competence and qualifications to perform the services, as well as the submission of a fair and reasonable price.

The Board of Directors reserves the right to accept or reject any and all proposals received or waive any information or irregularity in the proposals received.

Sincerely,

Chief Appraiser  
enclosure



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# APPRAISAL DISTRICT FOR CHAMBERS COUNTY

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## CHAMBERS COUNTY APPRAISAL DISTRICT

### Request for Proposal (RFP) – Appraisal Services

**Overview:** The Chambers County Appraisal District Board of Directors is requesting proposals from licensed appraisal firms for valuation services for 2027–2028.

**Property Types:** Mineral Interests, Utilities, Industrial Real Property, Business Personal Property.

**Deadline:** May 20, 2026

**Submission Address:** PO Box 1520, Anahuac, TX 77514

**Presentation Date:** May 21, 2026 (by appointment)

**Award Date:** July 16, 2026 at 10:00 AM

**Requirements:** Compliance with Texas Property Tax Code, USPAP, and Comptroller guidelines. TDLR licensing required.

**Scope Includes:** Mineral interests, utilities, industrial property, and business personal property valuation.

**Litigation Support:** Required if disputes arise.

**Contact:** Mitchell McCullough, Chief Appraiser

**REQUEST FOR PROPOSAL (RFP)**  
**APPRAISAL SERVICES**  
**Chambers County Appraisal District**

**Overview**

The Chambers County Appraisal District Board of Directors (“the Board”) is requesting proposals from licensed and experienced professional appraisal firms to provide contract appraisal services.

These services will include determining ownership and valuation for the following property types located in Chambers County, Texas:

- Mineral Interests (Oil & Gas)
- Utilities
- Industrial Real Property
- Business Personal Property

Applicable state categories include: *F2, G, J, and L2\*\**

**Contract Term:**

Appraisal Years **2027 and 2028**

**Submission Instructions**

Sealed proposals must be submitted to:

Chambers County Appraisal District  
P.O. Box 1520  
Anahuac, TX 77514

Proposals must be received (not postmarked) by: **Wednesday, May 20, 2026**

Clearly mark the outside of the sealed envelope: **“Appraisal Services Proposal”**

**Presentation Schedule**

- **Date:** Thursday, May 21, 2026
- **Format:** By appointment only , 15 minutes per respondent
- **Time:** During the regularly scheduled Board of Directors meeting

## **Scope of Work**

The selected contractor will be responsible for appraisal of the following:

### **1. Mineral Producing Interests**

- Oil & gas leases
- Working interests
- Oil payments
- Overriding royalties
- Royalty interests
- Division order maintenance

### **2. Mineral Personal Property**

- Equipment used in oil & gas production, processing, and distribution
- Supply stores and service companies
- Pipe yards and production yards
- Drilling and construction equipment

### **3. Utility Property**

- Improvements to land (land valued by CCAD)
- Pipelines, pump stations, compressor stations
- Electric, gas, telephone, cable, and water systems
- All properties currently assigned to MIUP firm

### **4. Industrial Property**

- Manufacturing plant improvements (land valued by CCAD)
- Related personal property and inventory

### **5. Specific Commercial Property**

- As assigned by the Appraisal District

## **Requirements**

### **Compliance**

All services must comply with:

- Texas Property Tax Code
- Uniform Standards of Professional Appraisal Practice (USPAP)
- Rules and guidelines of the Texas Comptroller's Property Tax Assistance Division

### **Licensing**

- Appraisers and engineers must be licensed by the Texas Department of Licensing and Regulation (TDLR)
- Licenses must remain active throughout the contract term

### **Data & Reporting**

The appraisal firm must:

- Provide data in electronic format which is compatible with the District's CAMA system (Paragon - P&A)
- Supply supporting rolls and reports
- Maintain records in accordance with statutory deadlines and District requirements

### **Project Phases**

Proposals must include timelines for:

- Discovery
- Data collection
- Valuation
- Notification
- Equalization

### **Litigation Support**

The selected firm must:

- Participate in litigation and arbitration as needed
- Assist in defending appraised values

### **Proposal Requirements**

Proposals must include:

- Signature of an authorized representative
- Proof of registration with the Texas Secretary of State (if applicable)
- Certificate or registration number
- Organizational background demonstrating capability
- List most recently acquired client and date of acquisition
- List oldest client and date contract originated
- List of at least eight (8) similar clients, including:
  - Name
  - Address

- Phone number
- Contact person

## **Proposal Opening**

Proposals will be opened after deadline and information will be compiled and provided to the Board of Directors at their next scheduled meeting.

## **Proposal Award**

- **Date:** Thursday, July 16, 2026
- **Time:** 10:00 AM
- **Location:** Board Room located at 1222 S Ross Sterling Ave, Anahuac, TX 77514

The Board reserves the right to:

- Accept or reject any or all proposals
- Waive informalities or irregularities
- Negotiate with qualified firms
- Delegate final contract terms to legal counsel
- Postpone action if necessary

The contract will be awarded on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price.

## **Submission Standards**

- Proposals must be clear, concise, and complete
- Emphasis should be on demonstrated qualifications and capability
- Failure to comply with requirements may result in rejection

The Board of Directors reserves the right to accept or reject any and all proposals received or waive any information or irregularity in the proposals received.

## **Questions & Inquiries**

All inquiries must be submitted in writing to:

Mitchell McCullough, Chief Appraiser

Chambers County Appraisal District

P.O. Box 1520

Anahuac, TX 77514

[smuniz@chamberscad.org](mailto:smuniz@chamberscad.org)