

**MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-AGI
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
APPRAISAL GROUP INC.**

This MODIFICATION #1 is an agreement between the Commonwealth of Virginia hereinafter, referred to as "State" or "Commonwealth" or "DGS" (Department of General Services), and Appraisal Group, Inc., hereinafter referred to as "Appraisal Group Inc." or "Contractor" relating to Contract #DGS-180713-AGI dated July 13, 2018, as amended hereinafter referred to as the "Contract" or "Agreement." This Modification #1 is hereby incorporated into and made an integral part of the Agreement. Except as specifically modified, all other terms and conditions of the Contract remain unchanged.

The purpose of this Modification #1 is to document both parties' agreement to extend the Contract. Following the Initial Term this Contract may be renewed upon the written mutual agreement of both parties for three (3) successive one (1) year periods, under the terms of the current Contract and with reasonable (approximately 90 days) written notice given prior to the expiration of the then current term.

Reference: Contract #DGS-180713-AGI "Special Terms and Conditions B" entitled "Renewal of Contract". Both above referenced parties hereby agree to modify the contract to extend it for one (1) years from July 13, 2019 through July 12, 2020.

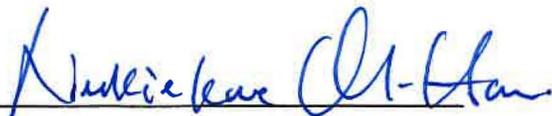
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

THE APPRAISAL GROUP, INC.

COMMONWEALTH OF VIRGINIA

BY: 

BY: 

NAME: Alice Kemp

NAME: Niniekwe M. Harris, VCA

TITLE: Office Manager for Appraisal Group, Inc.

TITLE: Contract Officer, OCP

DATE: 7/8/19

DATE: 7/8/19



COMMONWEALTH of VIRGINIA

SOLICITATION ~ OFFER ~ AWARD

Non-Professional Services Sealed Invitation for Bid (IFB) for Appraisal Services

NIGP Commodity Codes:

91814 ~ APPRIASAL CONSULTING SERVICES • 94615 ~ REAL ESTATE APPRAISAL SERVICES •
96866 ~ RIGHT OF WAY SERVICES

1. Contract #: TO BE ISSUED AT TIME OF AWARD	2. IFB #: TCW-2018-0416	3. Date Issued: April 16, 2018	4. Due Date / Time: May 15, 2018 / 2:00 P.M. EST
5. ISSUING OFFICE: Department of General Services Central Procurement Unit (CPU) 1100 Bank Street, Suite 724 Richmond, Virginia 23219		6. SHIP TO: As indicated on eVA Purchase Order	

SOLICITATION

7. This is an advertised solicitation consisting of (1) the Purpose; (2) Scope of Work; (3) General and Special Terms and Conditions; and other provisions, representations, certifications, or specifications as per attached or incorporated herein by reference. **Sealed bids for furnishing the Services set forth in the schedule must be returned to the Issuing Office (Item #5 above.)** If hand carried, deliver to the CPU located on the seventh floor of the address indicated above. **Complete bids must be received prior to 2:00 P.M. local time on the Date Due/Time (Item #4 above.)** Bids will be publicly opened at 2:10 P.M. (local time), May 15, 2018, in the CPU Conference Room, 1100 Bank Street, Seventh Floor, Suite 724, Richmond, Virginia.

OPTIONAL PRE-BID CONFERENCE: An optional pre-bid conference will be held at 2:00 P.M. EST on April 26, 2018 in the DGS Central Procurement Unit, 1100 Bank Street, Suite 724, Richmond, Virginia 23219. See Section III for additional information related to this optional pre-bid conference.

CLARIFICATION OF TERMS: If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidders must submit questions in writing via email to procurement@dgs.virginia.gov no later than 5:00 P.M. on May 9, 2018. **No questions will be answered by telephone. Any revisions to the solicitation will be made only by an addendum issued by the Contracting Officer.** Please include "IFB #TCW-2018-0416" in the title of the message. The addendum, if necessary, will be posted online at <http://www.eva.virginia.gov>. It is the responsibility of the Bidder to download the addendum.

PERIOD OF CONTRACT: One (1) year Initial Term Contract with four (4) additional successive one (1) year renewal options.

Issued by: Tiffany C. Walker, VCA
Contracting Officer
Email at: tiffany.walker@dgs.virginia.gov

Tiffany C. Walker /s/
Signature

OFFER

In compliance with this Invitation For Bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services required by this IFB, not to exceed the prices indicated in the Pricing Schedule and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

8. Company Name: <u>Appraisal Group, Inc.</u>	Contractor's TIN: <u>54-1116843</u>
Address: <u>P.O. Box 2248</u>	eVA Vendor ID or DUNS No.: <u>EPV50116 / 837699289</u>
City/State/ZIP: <u>Charlottesville, VA 22902</u>	State Corporation Commission No: <u>01979517</u>
Signature: <u>[Signature]</u>	DSBSD Certification No.: <u>N/A</u>
Printed Name: <u>William W. Sanford, Jr., MAI</u>	Telephone No.: <u>434-979-3393</u>
Title: <u>President</u>	Cell No.: <u>434-806-2745</u>
Date: <u>5/23/18</u>	Email: <u>assistant@appraisalgroupinc.com</u>

9. **BILL TO:** See Section VI: Method of Payment

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS: <u>Region 2, 3, 4, 5, 6, 7, 8</u>	11. AMOUNT: <u>\$9500</u>	12. AWARD DATE: <u>7/13/2018</u>
13. COMMONWEALTH'S REPRESENTATIVE: <u>Tiffany Walker</u>	14. COMMONWEALTH OF VIRGINIA By: <u>Tiffany C. Walker</u>	

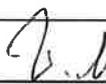
NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to Bid.

AWARD POSTING: Upon the award or the announcement of the decision to award a Contract as a result of this solicitation, the Commonwealth of Virginia, through the Virginia Department of General Services, Central Procurement Unit (CPU), will publicly post such notice online at <http://www.eva.virginia.gov> for a minimum of ten (10) days.

BID FORM COMPLETION CHECKLIST

This IFB contains several portions, which should be completed and submitted with your bid in order for your bid to be responsive.

Please use the provided checklist below to ensure proper completion of your bid.

Required Items to be Provided with Bid	Bidder Acknowledgement (Initial below when action completed)
1. Contractor Information – Complete Bidder Information on Page 1 (#8 – Cover Page) (State Corporation Commission No. if not a sole proprietor and DSBSD Certification No. if certified). Original signature required.	 <hr/> Initial
2. Authorized Representative – Complete the required information in Special Term and Condition E (Page 17), entitled “Authorized Representatives”	 <hr/> Initial
3. Pricing – Complete Pricing Schedule on Pages 27 - 29. For each area, select whether ALL locations are to be INCLUDED; ALL locations are to be EXCLUDED; or the area is INCLUDED, but locations to be EXCLUDED therefrom have been struck through. Indicate the maximum hourly rate for the services you will provide for each area where services will be provided	 <hr/> Initial
4. State Corporation Commission – Attachment A. Complete required information. Original signature Required	 <hr/> Initial
5. Vendor Data Sheet – Attachment B. Complete required information. Original signature Required	 <hr/> Initial
6. Appraiser Data Sheet Information – Attachment D. Complete required information. Attach a copy of the Real Estate Appraiser Board of the Commonwealth of Virginia issued license and a resume for each appraiser submitting a sheet. Original signature Required	 <hr/> Initial
7. Qualifications – Specify for the Contractor’s principal by initialing to the right possession of the following, as applicable:	 <hr/> Initial
<input checked="" type="checkbox"/> Certified General Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	<hr/> Initial
<input type="checkbox"/> Certified Residential Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	<hr/> Initial
<input checked="" type="checkbox"/> “Reviewer experience” for any individual performing appraisal reviews, as defined in the Regulations of the Virginia Real Estate Appraiser Board; possession of their Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years, and; have performed a minimum of twelve (12) appraisal review assignments between January 1, 2015 and March 31, 2018	 <hr/> Initial

COMMONWEALTH OF VIRGINIA

Department of General Services
Director, Central Procurement Unit
1100 Bank Street, Suite 724
Richmond, VA 23219
Email: procurement@dgs.virginia.gov
Web: <http://www.dgs.virginia.gov>

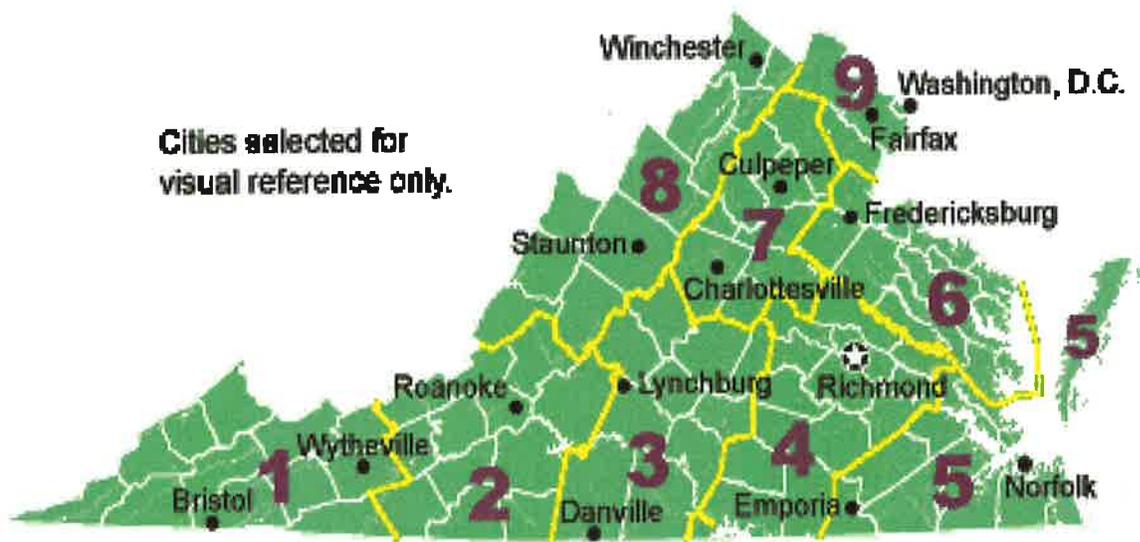
CONTRACTOR

Appraisal Group, Inc.
William W. Sanford, Jr., MAI, President
P.O. Box 2248, Charlottesville, VA 22902
Tel.: 434-979-3393
Fax: 434-979-2487
Email: assistant@appraisalgroupinc.com

- F. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting Contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial Contract period is for more than 12 months, the resulting Contract may also be terminated by the Contractor, without penalty, after the initial 12 months of the Contract period upon 60 days written notice to the other party. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- G. **AWARD:** The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- H. **BANKRUPTCY:** If Contractor becomes insolvent, takes any step leading to its cessation as a going concern, fails to pay its debts as they become due, or ceases business operations continuously for longer than fifteen (15) business days, then the Commonwealth may immediately terminate this Contract on notice to Contractor, unless Contractor immediately gives the Commonwealth adequate assurance of the future performance of this Contract or the applicable order. If bankruptcy proceedings are commenced with respect to Contractor, and if this Contract has not otherwise terminated, then the Commonwealth may suspend all further performance of this Contract until Contractor assumes this Contract and provides adequate assurance of performance thereof or rejects this Contract pursuant to Section 365 of the Bankruptcy Code or any similar or successor provision, it being agreed by the Commonwealth and Contractor that this is an executory Contract. Any such suspension of further performance by the Commonwealth pending Contractor's assumption or rejection shall not be a breach of this Contract, and shall not affect the rights of the Commonwealth to pursue or enforce any of its rights under this Contract or otherwise.
- I. **BID PRICES:** Bid prices shall be in the form of a hourly rate price for each item during the Contract period.
- J. **BREACH:** The Contractor shall be deemed in breach of this agreement if the Contractor:
1. Fails to provide any service by the specified delivery date;

As defined in the Bid Notes, pricing shall be per Order in response to a solicitation for Appraisal Services specified in a SOW and shall be FOB Destination, and ALL INCLUSIVE for all expenses for a “not to exceed” amount)

Please mark the following chart to indicate those geographic areas in which you would be willing to offer to perform Appraisal Services. You may specify counties, cities or towns to be excluded from an area for which you would be willing to offer to perform Appraisal Services, if you choose to be more specific.



CONTINUED ON NEXT PAGE

SERVICES AND PRICING SCHEDULE

Area	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)</p> <p>#1 – Bristol Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe Cities: Bristol, Norton Towns: Abingdon, Appalachia, Big Stone Gap, Bluefield, Cedar Bluff, Chilhowie, Cleveland, Clinchco, Clinchport, Clintwood, Coeburn, Damascus, Duffield, Dunganon, Fries, Gate City, Glade Spring, Grundy, Haysi, Honaker, Independence, Jonesville, Lebanon, Marion, Nickelsville, Pennington Gap, Pocahontas, Pound, Richlands, Rural Retreat, Saltville, St. Charles, St. Paul, Tazewell, Troutdale, Weber City, Wise and Wytheville <input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#2 – Salem Counties: Bedford, Botetourt, Garrett-Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski and Roanoke Cities: Galax, Martinsville, Radford, Roanoke and Salem Towns: Bedford, Blacksburg, Boones Mill, Buchanan, Christiansburg, Dublin, Fincastle, Floyd, Glen Lyn, Hillsville, Narrows, New Castle, Pearisburg, Pembroke, Pulaski, Rich Creek, Ridgeway, Rocky Mount, Stuart, Troutville and Vinton <input type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input checked="" type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 150 ____/Hour	\$ 195 ____/Hour	\$ 195 ____/Hour
<p>#3 – Lynchburg Counties: Amherst, Appomattox, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Nelson, Pittsylvania and Prince Edward Cities: Danville, Lynchburg Towns: Altavista, Amherst, Appomattox, Brookneal, Charlotte Court House, Chatham, Dillwyn, Drakes Branch, Farmville, Gretna, Halifax, Hurt, Keysville, Pamplin City, Phenix, Scottsburg, South Boston and Virgilina <input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 150 ____/Hour	\$ 195 ____/Hour	\$ 195 ____/Hour

Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#4 – Richmond</p> <p>Counties: Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Lunenburg, Mecklenburg, New Kent, Nottoway, Powhatan and Prince George</p> <p>Cities: Colonial Heights, Hopewell, Petersburg and Richmond</p> <p>Towns: Alberta, Ashland, Blackstone, Boydton, Brodnax, Burkeville, Chase City, Clarksville, Crewe, Kenbridge, La Crosse, Lawrenceville, McKenney, South Hill and Victoria</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 150 /Hour	\$ 195 /Hour	\$ 195 /Hour
<p>#5 – Norfolk</p> <p>Counties: Accomack Isle of Wight, James City, Northampton, Southampton, Surry, Sussex, York and Greensville.</p> <p>Cities: Chesapeake, Emporia, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg</p> <p>Towns: Accomac, Belle Haven, Bloxom, Boykins, Branchville, Cape Charles, Capron, Cheriton, Chincoteague, Claremont, Courtland, Dendron, Eastville, Exmore, Hallwood, Ivor, Jarratt, Keller, Melfa, Nassawadox, Newsoms, Onancock, Onley, Painter, Parksley, Saxis, Smithfield*, Stony Creek, Surry, Tangier, Wachapreague, Wakefield, Waverly and Windsor</p> <p><input type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input checked="" type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 150 /Hour	\$ 195 /Hour	\$ 195 /Hour
<p>#6 – Fredericksburg</p> <p>Counties: Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland</p> <p>Cities: Fredericksburg</p> <p>Towns: Bowling Green, Colonial Beach, Irvington, Kilmarnock, Montross, Port Royal, Tappahannock, Urbanna, Warsaw, West Point and White Stone</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ 150 /Hour	\$ 195 /Hour	\$ 195 /Hour

Area	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)</p> <p>#7 – Culpeper <u>Counties:</u> Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Rappahannock <u>Cities:</u> Charlottesville <u>Towns:</u> Culpeper, Gordonsville, Louisa, Madison, Mineral, Orange, Remington, Scottsville, Stanardsville, The Plains, Warrenton and Washington <input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p> <p>#8 – Staunton <u>Counties:</u> Alleghany, Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren <u>Cities:</u> Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester <u>Towns:</u> Berryville, Boyce, Bridgewater, Broadway, Clifton Forge, Craigsville, Dayton, Edinburg, Elkton, Front Royal, Glasgow, Goshen, Grottoes, Iron Gate, Luray, Middletown, Monterey, Mount Crawford Mount, Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg, Timberville, Toms Brook and Woodstock <input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p> <p>#9 – Northern Virginia <u>Counties:</u> Arlington, Fairfax, Loudoun and Prince William <u>Cities:</u> Alexandria, Fairfax, Falls Church, Manassas and Manassas Park <u>Towns:</u> Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna <input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	<p>\$ <u>150</u> /Hour</p>	<p>\$ <u>195</u> /Hour</p>	<p>\$ <u>195</u> /Hour</p>
	<p>\$ <u>150</u> /Hour</p>	<p>\$ <u>195</u> /Hour</p>	<p>\$ <u>195</u> /Hour</p>
	<p>\$ _____ /Hour</p>	<p>\$ _____ /Hour</p>	<p>\$ _____ /Hour</p>

**ATTACHMENT A
VIRGINIA STATE CORPORATION COMMISSION (SCC) FORM**

**Virginia State Corporation Commission ("SCC") Registration must be completed and returned
with the Bid**

The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number: 01979517.

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

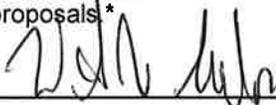
is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become Contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the Contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location)

-OR-

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**** NOTE ****

Check this box if you have not completed any of the foregoing options, but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals.*

Signature: 

Name: William W. Sanford, Jr., MAI
(Print)

Title: President

Name of Firm: Appraisal Group, Inc.

Date: 5/23/18

*** THE COMMONWEALTH, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO DETERMINE
WHETHER TO ALLOW SUCH A WAIVER.**

**ATTACHMENT B
VENDOR DATA SHEET**

Note: The following information is required as part of your response to this bid. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information. The vendor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

1. Vendor's Primary Contact:

Name: William W. Sanford, Jr., MAI Phone: 434-979-3393

2. Years in Business: Indicate the length of time you have been in business providing this type of goods or services:

38 Years 7 Months

3. Vendor Information:

FIN or FEI Number (If Company, Corporation, or Partnership): 54-1116843

Social Security Number (If Individual): _____

4. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods and/or services. Include the length of service and the name, address, and telephone number of the point of contact.

a. Company: Branch Banking & Trust - BB&T Contact: Bryan E. Thomas, Market President

Address: 1425 Seminole Trail, Charlottesville, Virginia 22901

Phone: (434) 975-9790 Email: Bryan.Thomas@BBandT.com

Project: Multiple

Dates of Service: 2004 to Present \$ Value: Various

b. Company: Great Eastern Management Company Contact: Charles Rotgin, Jr.

Address: 2619 Hydraulic Road, Charlottesville, Virginia 22901

Phone: (434) 296-4141 Ext. 103 Email: crotgin@gemc.com

Project: Multiple

Dates of Service: 2008 to Present \$ Value: Various

c. Company: Sonabank Contact: Charles E. Bruce, Vice President

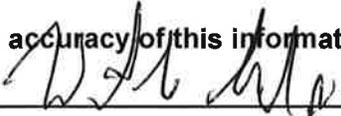
Address: 230 Court Square, Suite 102, Charlottesville, VA 22902

Phone: (434) 293-2706 Ext. 2208 Email: cbuce@sonabank.com

Project: Multiple

Dates of Service: 2009 to Present \$ Value: Various

I certify the accuracy of this information.

Signed:  Title: President

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: 

Name in which appraiser holds Virginia license: William W. Sanford, Jr., MAI

License Number: 4001006632

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)*
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)*
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

*Not applicable. All services will be provided by Appraisal Group, Inc., and must be completed by Certified or Licensed Real Estate Appraisers. No opportunity to subcontract services will be applicable. Appraisal Group, Inc., is a small business with 12 employees, however, the company does not have the official SWaM certification.

**ATTACHMENT C
SMALL BUSINESS SUBCONTRACTING PLAN**

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential Bidders are required to submit a Small Business Subcontracting Plan.

Small Business: "Small business (including micro)" means a business, which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.DSBSD.virginia.gov (Customer Service).

Bidder Name: _____

Preparer Name: _____

Date: _____

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the Bidder to receive credit for the small business subcontracting plan evaluation criteria, the Bidder shall identify the portions of the Contract that will be subcontracted to DSBSD-certified small business for the initial Contract period in Section B.

Bidders which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Bidders which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial Contract period in relation to the Bidder's total price for the initial Contract period.

Points will be assigned based on each Bidder's proposed subcontracting expenditures with DSBSD certified small businesses for the initial Contract period as indicated in Section B in relation to the Bidder's total price.

Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification Number: _____ Certification Date: _____

Section B – Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Populate the table below to show your firm’s plans for utilization of DSBSD-certified small businesses in the performance of this Contract for the initial Contract period in relation to the bidder’s total price for the initial Contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the Contract. Failure to obtain the proposed participation percentages may result in breach of the Contract.

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
Totals \$					

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

02-28-2019

NUMBER

4001006632

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



WILLIAM WALLACE SANFORD JR
1581 THORN RIDGE WAY
CHARLOTTESVILLE, VA 22911



Jay W. DeBoer
Jay W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)

William W. Sanford, Jr., MAI

Qualifications

EDUCATION

B.S. Business

1996
Mary Washington College
(University of Mary Washington)

CERTIFICATION

Certified General Real Estate Appraiser
Commonwealth of Virginia
Certificate No. 4001 006632

PROFESSIONAL DESIGNATIONS

MAI Designation
Appraisal Institute

Realtor
National Association of Realtors

EXPERIENCE

Performed appraisal assignments on various commercial, industrial, subdivision, farm/estate, and investment grade properties throughout Virginia and the Southeast. Knowledgeable in the operation of Argus, Microsoft Excel, Microsoft Word, and Windows 7 and 10. Experienced in the collection, verification, and analysis of primary data used in estimating value for all types of commercial appraisals and counseling assignments.

Appraisal Group, Inc.
Charlottesville and Richmond, VA

President 2017 – Current
Certified General Real Estate Appraiser since 2002

Benton Advisory Group, Ltd.
Atlanta, GA

Researcher to Certified General Real Property Appraiser
1998 – 2002

EXPERT WITNESS / TESTIMONY

Albemarle County Circuit Court
Charlottesville Circuit Court

SUMMARY OF COURSES AND SEMINARS

Sponsored by Appraisal Institute:

Appraisal Principles & Procedures 110 & 120	1999
Standards of Appraisal Practice (USPAP), Part A & B 410/420	1999
Basic Income Capitalization 310 and General Applications 320	2000/2001
Advanced Income Capitalization 510	2002
Highest and Best Use Market Analysis 520	2003
Advanced Sales & Cost Approaches 530	2006
Advanced Applications 550	2008
General Appraiser Report Writing and Valuation Analysis	2010
Introduction to Green Buildings: Principles and Concepts	2015
Uniform Appraisal Standards for Federal Land Acquisitions	2017
National USPAP Update Course I400	2018

Other Courses and Seminars:

Piedmont Environmental Council Conservation Easement Appraisals	2005
---	------

Continuing Education as required for licensure

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: _____

Name in which appraiser holds Virginia license: Heather Marie Shipe

License Number: 4001017067

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)*
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)*
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

12-31-2018

NUMBER

4001017067

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



HEATHER MARIE SHIPE



July W. DeBorja
July W. DeBorja, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

01-31-2020

NUMBER

4001000439

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



RICHARD S NIESS
289 GRANDON ROAD
STAUNTON, VA 24401



Jan W. DeBoer
Jan W. DeBoer Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER
NUMBER: 4001000439 EXPIRES: 01-31-2020

RICHARD S NIESS
289 GRANDON ROAD
STAUNTON, VA 24401



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)

QUALIFICATIONS

RICHARD S. NIESS

Richard S. Niess, Licensed Certified General Real Estate Appraiser in Virginia, license number 4001-000439, expiring 01/31/2020, is a Commercial Real Estate Appraiser and an expert witness in the state of Virginia appraising all types of real property since 1976. This grants me the unlimited ability to perform appraisals on property types in the Commonwealth of Virginia. I am currently an Independent Contractor with the Appraisal Group, Inc., located in Charlottesville, Virginia.

Experience

In 1976, I started as a real estate appraiser with Henrico County. In 1980, I became Branch Manager of Real Estate Appraisal Services, Richmond, Virginia. There I appraised residential and commercial properties throughout most of the east coast states. In 1984, I started my own appraisal business performing all types of real property appraisals. I am qualified as an expert witness in the Circuit Courts of the cities of Richmond, Hopewell, and Petersburg and the counties of Chesterfield, Henrico, Powhatan, Hanover and New Kent, Virginia, testifying in over 90 circuit court trials. I completed several Uniform Appraisal Standards for Federal Land Acquisitions or "Yellow Book Appraisals" in 2018.

Education/Courses Attended

1976 – Virginia Commonwealth University, Richmond, Virginia, B.S. Degree, Business Administration, with a major in Real Estate and Urban Land Development – with classes in the Principles of Real Estate, 1974; Real Estate Law, 1975; Real Estate Finance, 1975; Real Estate Appraisal, 1976, Advance Real Estate Appraisal, 1976
1980 – Virginia Real Estate Broker license (voluntarily retired my broker license in the State of Virginia in 2003)
1989 – HUD/FHA Certified Real Property appraiser and HUD/FHA home inspector

Appraisal Institute (Exams passed)

Course 1A, Basic Principals, Methods and Techniques, 1976 Course 11, Urban Properties, 1977, Course 201, Income Property Valuation, 1976
R-2 Exam, Single Family Residential, 1977
E4 Litigation Valuation (Elective), 1993 and 2012
Advanced Capitalization, 1994 and 2008
USPAP 2017-2018

Related Courses/Seminars given by SREA/AIREA or Appraisal Institute

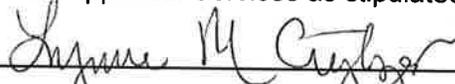
Subdivision Analysis Seminar, 1984; R-41(b) 1985, Professional Practice, 1987, Depreciation Analysis 1989, Appraisers Legal Liabilities 1989, Small Res. Inc. 1990, Special Purpose Properties, 1996, Review Appraisal Course, 1998, Environmental Concerns Course, 1998, You The Expert Witness, 1999 & 2012, FHA Home Inspection Certified 1999, Fair Lending Law 2000, Damage Assessment & Testimony 2001, Difficult & Non-Conforming Properties 2015, USPAP 2015 (Exam Passed), ALI - ABA Eminent Domain and Land Valuation Litigation, 2004. Land & Site Valuation 2015, Mortgage Underwriting & the Appraiser 2015.

Professional Affiliations

SRA & RM designations awarded in 1980 by Society of Real Estate Appraisers & Appraisal Institute – retired
President, Appraisal Institute, SREA Chapter 102, 1987-88
National & Richmond Association of Realtors
Adjunct Faculty Member, John Tyler Community College and previous FHA/HUD Instructor

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: 

Name in which appraiser holds Virginia license: Lynn M Crytzer

License Number: 4001004510

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. (If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. (If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
12-31-2018

NUMBER
4001004510

REAL ESTATE APPRAISER BOARD

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER



LYNN M CRYTZER
1144 MILL PARK DR EXT
CHARLOTTESVILLE, VA 22901



Jay W. DeBoer
Jay W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)

LYNN M. CRYTZER

Appraisal Group, Inc.
Real Estate Appraisers and Consultants

Experience

Certified Residential Appraiser. Licensed since 1998 (4001 004510)
Appraisal Group, Inc., Charlottesville, Virginia

Staff Analyst, Residential Appraisal Department - Appraisal Group, Inc.
Charlottesville, Virginia 1996-1998

Production manager and appraisal reports editor - Appraisal Group, Inc.
Charlottesville, Virginia January 1994-July 1996

Prior Real Estate Experience:

Associate Broker and Vice President, Caleb Stowe Associates, Ltd, Realtors,
Charlottesville, Virginia 1977-1982

Vice President, Ednam Development Corporation, Charlottesville, Virginia
1980-1982

Education

B.A., University of Mary Washington, Fredericksburg, Virginia.

Ongoing coursework completed routinely to maintain and upgrade appraisal license.
Recent coursework includes: Land Valuation Assignments, Land Valuation Adjustment
Procedures, Income Property Appraisal, USPAP update, Appraising Manufactured Homes,
Fannie Mae Revisions and The Appraiser

Types of Appraisals Prepared

Assignments include: single family residential, high-value single family residential, farms and
estate appraisals, condominium, 2-4 multifamily residences, vacant land, relocation appraisals
and HUD Certified for FHA assignments

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: Charlene P "Lore" Thornton

Name in which appraiser holds Virginia license: Charlene P Thornton

License Number: 4001001245

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. (If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. (If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
01-31-2020

NUMBER
4001001245

REAL ESTATE APPRAISER BOARD

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER



CHARLENE P THORNTON
1706 MASON LANE
CHARLOTTESVILLE, VA 22903



July W. DeBoer
July W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

LANE THORNTON

Appraisal Group, Inc.
Appraisers and Consultants

Experience

Staff Appraiser, Residential Department, Appraisal Group, Inc.,
Charlottesville, Virginia; February 1991 to present

Staff Appraiser, Commonwealth Appraisal Corporation, Charlottesville,
Virginia; August 1989 to January 1991

Title Examiner, Southern Title Insurance Corporation, Charlottesville,
Virginia; November 1986 to July 1989

Education

University of Virginia, Charlottesville, Virginia
B.A. Religious Studies (Oriental Philosophy)

Related Courses Completed

Real Estate Finance
Real Estate Brokerage
Real Estate Law
Principles of Economics I, II, III
USPAP update courses

Professional Affiliations

Certified Residential Real Estate Appraiser #4001 001245
Virginia Real Estate Appraiser Board

Licensed Real Estate Agent #1066628, Charlottesville Area Association of Realtors

Types of Appraisals Prepared

Valuation assignments completed for vacant land as well as residential properties including single family homes, condominiums, two-to-four family income producing properties, high-value single family homes plus farms and estates.

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: Frederick D Brazier

Name in which appraiser holds Virginia license: Frederick D Brazier

License Number: 4001000558

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)*
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)*
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
11-30-2019

NUMBER
4001000558

REAL ESTATE APPRAISER BOARD

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER



FREDERICK DOUGLAS BRAZIER
1524 WEST AVENUE #11
RICHMOND, VA 23220



Jay W. Nelson
Jay W. Nelson, Director

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-LIC (02/2017)

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

QUALIFICATIONS OF APPRAISER

F. DOUGLAS BRAZIER

LICENSURE: Certified Residential Real Estate Appraiser (#558) Commonwealth of Virginia

EDUCATION: Randolph-Macon College, Ashland, Virginia
Bachelor of Arts Degree

PROFESSIONAL TRAINING: Undergraduate studies in Real Estate Appraisal, Virginia Commonwealth University, Richmond, Virginia

American Institute of Real Estate Appraisers Examinations successfully completed:

- 1A-1, Real Estate Appraisal Principals
- 1A-2, Basic Valuation Procedures
- 1B-A, Capitalization Theory Techniques, Part A
- Standards of Professional Practice
- Residential Valuation

EXPERIENCE: October, 2005 to Present, Appraisal Group, Inc. - Richmond, Virginia
Employed as Staff Appraiser

June, 2002 to October, 2005, F. Douglas Brazier - Richmond, Virginia
Self-employed real estate appraiser

September, 1988 to June, 2002, Barton & Company - Richmond, Virginia
Employed as Staff Appraiser, Responsibilities include the evaluation of commercial and residential properties.

July, 1986 to September, 1988, Linwood M. Aaron, Inc. - Richmond, Virginia
Involved in all aspects of research, inspection, and report writing in the appraisal of residential and commercial properties.

PARTIAL LIST OF CLIENTELE:

BB&T Mortgage Union
Mortgage Bank
MetLife Home Loans
Virginia Commonwealth Bank
Bank of America

Wachovia Mortgage
Weichert Relocation
Virginia Mortgage Bankers
SunTrust
WHR Group Executive Relocation Corp.

ATTACHMENT D
Real Estate Appraiser Data Sheet

By my signature below, I hereby certify and warrant to the factual accuracy of the responses in this Attachment D, and to provide Appraisal Services as stipulated in this Contract, and at the accepted Bid pricing.

Signature: Myles D Brown Sr.

Name in which appraiser holds Virginia license: Myles D Brown, SR

License Number: 4001017622

License Held (Attach a copy of the active license):

- Certified General Real Estate Appraiser
- Certified Residential Real Estate Appraiser
- Licensed Residential Real Estate Appraiser
- Appraiser Trainee

1. I certify and warrant that there is no complaint on file or pending against me or my firm with the Virginia Real Estate Appraiser Board that may be grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder please attach any supporting documentation or information with your Bid about the filing that you would like considered)*
2. I certify that there has been no finding by the Virginia Real Estate Appraiser Board, including via a Consent Order, against me or my firm in the past five (5) years, which provided grounds for disciplinary action under 18 VAC 130-20-160. *(If there is, then Bidder is to attach a separate sheet identifying the case number(s), the violation(s) and the sanction(s) together with any additional information about the finding that you would like considered)*
3. If you would like to be evaluated for performing *appraisal reviews*, do you have "reviewer experience," as defined in the Regulations of the Virginia Real Estate Appraiser Board, and have you held your current Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years and have you performed a minimum of twelve appraisal review assignments between January 1, 2015 and March 31, 2018? No Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? No Yes
5. For each appraiser performing services under the Contract please provide a copy of their license and a resume that includes:
 - a. any professional designations held
 - b. education and appraisal related coursework
 - c. Experience with detail of any particular specialty or expertise regarding property type, intended use, specific appraisal guidelines (e.g., UASFLA, Uniform Act), analytical method or other area and of any experience reviewing appraisals. Such description should include the length of time performing such specialty or developing such expertise and the approximate number of the related assignments over an identified period of time.

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

NUMBER
4001017622

EXPIRES ON
11-30-2019

**REAL ESTATE APPRAISER BOARD
LICENSED RESIDENTIAL REAL ESTATE APPRAISER**



**MYLES D BROWN SR
5301 ALBERTA ROAD
CHESTERFIELD, VA 23228**



James W. DeBorja
JAMES W. DeBORJA - Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)



**REAL ESTATE APPRAISER BOARD
LICENSED RESIDENTIAL REAL ESTATE APPRAISER
NUMBER: 4001017622 EXPIRES: 11-30-2019**

**MYLES D BROWN SR
5301 ALBERTA ROAD
CHESTERFIELD, VA 23228**



DPOR-LIC (02/2017)
(DETACH HERE)

DPOR-PC (02/2017)

Status can be verified at <http://www.dpor.virginia.gov>

QUALIFICATIONS OF
Myles D. Brown

PROFESSIONAL SUMMARY

Licensed residential real estate appraiser with over 14 years of experience producing professional and credible appraisal reports using detailed market research and extensive analytical-based practices.

EDUCATIONAL SUMMARY

Real Estate Trainers, Inc. & McKissock Learning

Partial summary of courses and seminars attended, sponsored by real estate educators.

Appraisal Principles & Procedures	2003
Standards of Appraisal Practice (USPAP)	2003
General Appraiser Report Writing and Valuation Analysis	2003
General Applications	2005
Highest and Best Use Market Analysis	2007
Appraising Manufactured Homes	2011
Advanced Sales & Cost Approaches	2011
Mold, Pollution and the Appraiser	2013
Introduction to Uniform Appraisal Dataset	2014
Nuts and Bolts of Green Buildings for Appraisers	2015
National USPAP Update Course	2016
Continuing Education (various)	as needed

LICENSURE

Licensed Residential Real Estate Appraiser Commonwealth of Virginia License No. 4001 017622

EXPERIENCE

Performed appraisal assignments on various residential properties including, single family residences, townhouses, high rise condominiums, equestrian properties, rentals, vacation homes, beach and estate properties throughout California, Arizona, and Virginia. Knowledgeable in the operation of Appraisal software, regional real estate databases, Microsoft Word, and Windows 7 and 10. Experienced in the collection, verification, and analysis of primary data used in estimating value for all types of residential appraisals and counseling assignments.

2017 - Present	Appraisal Group, Inc. - Employee Licensed Residential Real Estate Appraiser	Richmond, VA
2017 - 2015	Independent Appraiser.-Self Employed Licensed Residential Real Estate Appraiser	Phoenix, AZ
1993 - 2015	Ready Systems Independent Appraiser. Self Employed Researcher, Inspector, Trainee Appraiser to Licensed Real Estate Appraiser	Los Angeles, CA & Richmond, VA

SKILLS AND ABILITIES

I have office management experience including, but not limited to, document origination and organization; customer service, client acquisition and retention; data research, report writing and delivery; field inspection to include property photography, measurement gathering, plot line confirmation and customer interviewing. Thorough and detailed researcher with ability to organize market data to be clearly understood by report reader. Effective communicator with good listening skills as well as being punctual with a professional appearance to best represent the client's interests and meet deadlines.



Department of General Services
Central Procurement Unit
1100 Bank Street
Suite 724
Richmond, VA 23119

May 11, 2018

ADDENDUM NO. 1 TO ALL BIDDERS

Reference – Invitation for Bids: IFB #TCW-2018-0416
Commodity: Appraisal Services
Dated: April 16, 2018
Bids Due: **June 5, 2018 (REVISED)**
Pre-bid Conference: April 26, 2018 (HELD)

The below is hereby changed to read:

1. Reference Cover Page, Due Date/Time, revise to read: “**Due Date/Time: June 5, 2018 – 11:00 A.M. EST.**”
2. Reference Special Term and Condition, Paragraph U, entitled ‘Identification of Bid Envelope’, revise to read:

IDENTIFICATION OF BID ENVELOPE: The **signed** IFB response must be returned in a separate sealed envelope and identified as follows:

Vendor Name	
Street or Box Number	POSTAGE*
City, State, Zip Code	
	Department of General Services ATTN Tiffany C. Walker, VCA Consolidated Procurement Unit (CPU) 1100 Bank St STE 724 Richmond VA 23219
IFB #:	TCW-2018-0416
IFB Title:	Appraisal Services
Due Date:	June 5, 2018
Time:	11:00 A. M. EST
DSBSD #:	_____

*If an IFB response is mailed, the Bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the response to be disqualified. IFB responses delivered that require an “Additional Postage Due” payment will not be accepted.



DEPARTMENT OF
GENERAL SERVICES

Department of General Services
Central Procurement Unit
1100 Bank Street
Suite 724
Richmond, VA 23119

IFB responses may be hand delivered to the designated location in the office issuing the solicitation.

No other correspondence or other IFB response should be placed in the envelope.

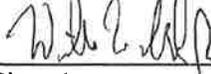
Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Respectfully,

Tiffany C. Walker /s/
tiffany.walker@dgs.virginia.gov
Contracting Officer

Appraisal Group, Inc.
Name of Firm

President, MAI
Printed Name and Title


Signature

5/23/18
Date