MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-APP
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
APPRAISAL REVIEW SPECIALISTS, LLC

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 Review Specialists, LLC, hereinafter referred to as " Appraisal Review Specialists, LLC." or "Contractor" relating to Contract #DGS-180713-APP 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-APP "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.

APPRAISAL REVIEW SPECIALISTS, LLC	COMMONWEALTH OF VIRGINIA
BY: R Scott Barber	BY: Ninikiekwe M. Harris
NAME: R. Scott Barber	NAME: Ninikiekwe M. Harris, VCA
TITLE: Managing Partner	TITLE: Contract Officer, OCP
DATE: July 9, 2019	DATE: July 9, 2019

DEPARTMENT OF GENERAL SERVICES

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 #:	2. IFB #:	3. Date Issued:	4. Due Date / Time:
TO BE ISSUED AT TIME OF AWARD	TCW-2018-0416	April 16, 2018	May 15, 2018 / 2:00 P.M. EST

5. ISSUING OFFICE:	6. SHIP TO:
Department of General Services Central Procurement Unit (CPU) 1100 Bank Street, Suite 724 Richmond, Virginia 23219	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: Appraisal Review Specialists, LLC	Contractor's TIN: 31-1531947
Address: 3058 Mount Vernon Road, Suite 12	eVA Vendor ID or DUNS No.: E68942
City/State/ZIP: Hurricane, WV 25526-9458	State Corporation Commission No: T0490682
Signature: R. Scott Barber	DSBSD Certification No.:
Printed Name: R. Scott Barber	Telephone No.: 304-760-2156
Title: Managing Partner	Cell No.:
Date: May 9, 2018	Email: appraisalreview@frontier.com

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

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS:	11. AMOUNT:	12. AWARD DATE:
All	$95000	7/13/2018
13. COMMONWEALTH'S REPRESENTATIVE:	**14. COMMONWEALTH OF VIRGINIA**	
Tiffany Walker	By: Tiffany C. Walker	

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.	RSB Initial
2. Authorized Representative – Complete the required information in Special Term and Condition E (Page 17), entitled "Authorized Representatives"	RSB 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	RSB Initial
4. State Corporation Commission – Attachment A. Complete required information. Original signature Required	RSB Initial
5. Vendor Data Sheet – Attachment B. Complete required information. Original signature Required	RSB 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	RSB Initial
7. Qualifications – Specify for the Contractor's principal by initialing to the right possession of the following, as applicable: ☑ **Certified General Real Estate Appraiser** license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia ☐ **Certified Residential Real Estate Appraiser** license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia ☑ ***"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	RSB Initial RSB Initial RSB 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 Review Specialists, LLC
3058 Mount Vernon Road, Suite 12
Hurricane, WV 25526-9458
Tel.: 304-760-2156
Fax: 304-760-2158
Email: appraisalreview@frontier.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 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
#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, Dungannon, 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 Wythevi le ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$ 105.00 /Hour	$ 105.00 /Hour
#2 – Salem **Counties:** Bedford, Botetourt, Carroll, 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 ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$ 105.00 /Hour	$ 105.00 /Hour
#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 ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$ 105.00 /Hour	$ 105.00 /Hour

Area 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
#4 – Richmond **Counties:** Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Lunenburg, Mecklenburg, New Kent, Nottoway, Powhatan and Prince George **Cities:** Colonial Heights, Hopewell, Petersburg and Richmond **Towns:** Alberta, Ashland, Blackstone, Boydton, Brodnax, Burkeville, Chase City, Clarksville, Crewe, Kenbridge, La Crosse, Lawrenceville, McKenney, South Hill and Victoria ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$ 105.00 /Hour	$ 105.00 /Hour
#5 – Norfolk **Counties:** Accomack Isle of Wight, James City, Northampton, Southampton, Surry, Sussex, York and Greensville. **Cities:** Chesapeake, Emporia, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg **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 ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$ 105.00 /Hour	$ 105.00 /Hour
#6 – Fredericksburg **Counties:** Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland **Cities:** Fredericksburg **Towns:** Bowling Green, Colonial Beach, Irvington, Kilmarnock, Montross, Port Royal, Tappahannock, Urbanna, Warsaw, West Point and White Stone ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$ 105.00 /Hour	$ 105.00 /Hour

Area 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
#7 – Culpeper **Counties:** Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Rappahannock **Cities:** Charlottesville **Towns:** Culpeper, Gordonsville, Louisa, Madison, Mineral, Orange, Remington, Scottsville, Stanardsville, The Plains, Warrenton and Washington ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$105.00/Hour	$105.00/Hour
#8 – Staunton **Counties:** Alleghany, Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren **Cities:** Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester **Towns:** 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 ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$105.00/Hour	$105.00/Hour
#9 – Northern Virginia **Counties:** Arlington, Fairfax, Loudoun and Prince William **Cities:** Alexandria, Fairfax, Falls Church, Manassas and Manassas Park **Towns:** Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna ☒ Include All of the Area ☐ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$105.00/Hour	$105.00/Hour

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: T0490682.

-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: R. Scott Barber

Name: R. Scott Barber
(Print)

Title: Managing Partner

Name of Firm: Appraisal Review specialists, LLC

Date: May 9, 2018

* 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: R. Scott Barber Phone: 304-760-2156

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

   21 Years 0 Months

3. Vendor Information:

   FIN or FEI Number (If Company, Corporation, or Partnership): 31-1531947

   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: VA Department of Transportation Contact: James Damer, Chief Appraiser

   Address: 1401 East Broad Street, Richmond, VA 23219

   Phone :(540) 829-7607 Email: James.Damer@VDOT.Virginia.gov

   Project: Appraisal reviews various proj.: Roanoke 202, Roanoke 203, Stafford 95, Tazewell, Wise County, 028-155-103, 029-029-119, 066-076-113, I-81 Botetourt, Trouville Truck Stop, Nice Bridge

   Dates of Service: 05/2007 - current $ Value: $537,008

   b. Company: PA Turnpike Commission Contact: John Romano, R/W Administrator

   Address: PO Box 67676, Harrisburg, PA 17106-7676

   Phone :(717) 831-7195 Email: jromano@paturnpike.com

   Project: ongoing statewide appraisal review services for PA Turnpike Commission

   Dates of Service: 1997 - current $ Value: $500,115

   c. Company: GA Department of Transportation Contact: Russell Nelson, III Appraisal & Review Manager

   Address: PO Box 1057, Gainesville, GA 30503-1057

   Phone :(710) 531-5812 Email: runelson@dot.ga.gov

   Project: ongoing statewide appraisal review services for GDOT Floyd, Cobb, Paulding, Union & Towns Counties

   Dates of Service: 04/2016 - current $ Value: $329,300

I certify the accuracy of this information.

Signed: R. Scott Barber **Title:** Managing Partner

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: N/A

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 $	

Appraisal Review Specialists, LLC
3058 Mount Vernon Road
Suite 12
Hurricane, WV 25526
appraisalreview@frontier.com
304.760.2156 office
304.760.2158 fax

Appraisal Review Specialists
appraisalreviewspecialists.com

ATTACHMENT D
Real Estate Appraiser Data Sheet Information for
Appraisal Review Specialists, LLC

The independent appraisal review process is a requirement under federal and state law for federally funded projects that require the acquisition of private property for a public use and Appraisal Review Specialists, LLC (ARS) is a leading provider of appraisal review services, specializing in eminent domain projects for federal, state and local public agencies.

ARS is the only known firm in the United States that actually specializes in eminent domain Appraisal Review and has been helping federal, state and local public agencies acquire the property they need to complete their projects for many years. Our staff members are competent, experienced professionals who resolve complex valuation problems everyday and adhere to the highest standards of ethics. We have been providing Appraisal Review Services as an organization since 1997 and we have developed a team of appraisers and Review Appraisers with extensive experience in eminent domain appraisal review. ARS has the ability to complete work efficiently, professionally and above all, in a timely manner. Our staff consists of professional Review Appraisers and Specialists that offer many years of experience appraising and reviewing appraisal reports on virtually all types of property for various state agencies throughout the nation with an emphasis on the review of eminent domain appraisal reports. All ARS Review Appraisers have previously served as staff Review Appraisers for governmental agencies in Virginia, Pennsylvania and West Virginia and offer unsurpassed experience and knowledge with federal, state and local laws and regulations.

Our firm has experienced and professional Review Appraisers with a proven history of providing qualified appraisal reviews that ensure real property appraisals and specialists reports submitted for review comply with applicable requirements set forth in 49 CFR, Part 24, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended that apply to Federal and Federally-assisted Programs. ARS Review Appraisers are aware of and understand the existing requirements and policies covering the appraisal review processes specified in 49 CFR Part 24, *Uniform Standards of Professional Appraisal Practice* (USPAP), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ensuring that our appraisal reviews are developed in strict compliance with these guidelines.

Members of our review team have been approved on Review Appraiser's fee panels tasked with providing appraisal review services for governmental agencies that include Delaware DOT, Georgia DOT, Pennsylvania DOT, Pennsylvania Turnpike Commission, Virginia DOT, West Virginia DOT, and numerous Local Public Agencies and Muncipalities.

See following Attachment D - Real Estate Appraiser Data Sheets for our Review Appraisers

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: R. Scott Barber

Name in which appraiser holds Virginia license: R. Scott Barber

License Number: 4001 012258

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

X 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 X Yes

4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? _____ No X 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
04-30-2020

NUMBER
4008001735

REAL ESTATE APPRAISER BOARD
APPRAISAL BUSINESS REGISTRATION

APPRAISAL REVIEW SPECIALISTS LLC
3058 MOUNT VERNON ROAD
SUITE 12
HURRICANE, WV 25523

DPOR

Jay W. DeBoer, 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
03-31-2019

NUMBER
4001012258

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER

RAYMAN SCOTT BARBER
3058 MOUNT VERNON RD
HURRICANE, WV 25526

DPOR

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

Jay W. DeBoer, Director

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)

DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER
NUMBER: 4001012258 EXPIRES: 03-31-2019

RAYMAN SCOTT BARBER
3058 MOUNT VERNON RD
HURRICANE, WV 25526

(FOLD)

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

DPOR-PC (02/2017)

QUALIFICATIONS OF
R. SCOTT BARBER

EXPERIENCE AND EDUCATION

Appraisal & Appraisal Review Experience:

1997 – Current
Appraisal Review Specialists, LLC – Owner/Manager, and Review Appraiser (www.appraisalreviewspecialists.com) Appraisal review consulting firm specializing in eminent domain appraisal review contracted to review appraisals for Georgia DOT, Pennsylvania DOT, Pennsylvania Turnpike Commission, Virginia DOT, West Virginia DOT, and numerous Local Public Agencies and Muncipalities

7/2000 – 7/2004
Chief Review Appraiser with the West Virginia Department of Transportation, Division of Highways.

12/1994 – 7/2000
Senior Review Appraiser & Staff Appraiser with the West Virginia Department of Transportation, Division of Highways.

1997 – 2003
Review Appraiser under contract with O.R. Colan Associates on the Lambert-St. Louis International Airport expansion project, St. Louis, Missouri.

5/1994 – 12/1994
Real Estate Appraisal Services - Residential Staff Appraiser

7/1993 – 5/1994
Dawson and Associates - Residential Staff Appraiser

Trial Experience:

Provided expert witness testimony at all levels of eminent domain proceedings including arbitration, mediation, jury trials, and commissioner's hearings

Education:

The Appraisal Institute Course 110 – Appraisal Principles
The Appraisal Institute Course 120 – Appraisal Procedures
The Appraisal Institute Course 310 – Basic Income Capitalization
The Appraisal Institute Course 410 – Standards of Professional Practice, Part A
The Appraisal Institute Course 710 – Condemnation Appraising – Basic
The Appraisal Institute Course 720 – Condemnation Appraising – Advanced
The Appraisal Institute's Seminar - Uniform Appraisal Standards for Federal Land Acquisitions
The Appraisal Institute's Seminar – Appraising the Appraisal – General Review
West Virginia Chapter – Appraisal Institute "The Appraiser's Guide to the URAR"
West Virginia Chapter – Appraisal Institute "Rates, Ratios, and Reasonableness"
West Virginia Chapter – Appraisal Institute "Eminent Domain & Condemnation Appraising"
ASFMRA "Valuation of Conservation Easements and Other Partial Interests in Real Estate"
IRWA Course 201 "Communications in Real Estate Acquisition"
IRWA Course 213 "Conflict Management"
IRWA Course 401 "The Appraisal of Partial Acquisitions"
IRWA Course 407 "Valuation of Contaminated Properties"

IRWA Course 504 "Computing Replacement Housing Payments"
IRWA Course 505 "Advanced Relocation Assistance I (Residential)"
IRWA Course 603 "Understanding Environmental Contamination in Real Estate"
IRWA Course 802 "Legal Aspects of Easements"
IRWA "11th Annual Legal/Right of Way Seminar"
WV Division of Highways "Direct Capitalization and Discounted Cash Flow Analysis"
WV Division of Highways "U.S.P.A.P. – Eminent Domain Concepts"
WV Division of Highways "Engineering Principles and Plan Reading"
WV Division of Highways "Metric Plan Reading"
WV Division of Highways "Description Writing"
National Highway Institute "Eminent Domain Training for Attorneys & Appraisers"
Redd, Brown & Williams Companies "Appraisal Trial and Expert Testimony" RBW 250

Graduate: Marshall University 1993 – BFA

Appointed to the WV Real Estate Appraiser Licensing and Certification Board in 2005 and served as Chair of the WV Real Estate Appraiser Licensing and Certification Board and Standards Committee from 2009-2014 – Current member of Standards Committee

Chair of the West Virginia Association of Real Estate Appraiser's (2015/2016)

Assisted in the development and co-instructed the 7-hour appraisal continuing education course "Introduction to Appraising for Public Agencies" (September 2009)

Clients Served:

Attorneys, Lending Institutions, and Individual Property Owners
American Electric Power Company
Bluefield Transit Authority
City of Huntington, West Virginia
City of Hurricane, West Virginia
Department of Interior, National Park Service
Delaware Department of Transportation
Mingo County Commission
Milton Public Service District
O. R. Colan Associates
Pea Ridge Public Service District
Pennsylvania Turnpike Commission
Pennsylvania Department of Transportation
Southern Conservation District
Virginia Department of Transportation
Walker Machinery
West Virginia Department of Transportation, Division of Highways
U.S. Army Corps of Engineers

Georgia Certified General Real Estate Appraiser – Certificate #365613
Pennsylvania Certified General Real Estate Appraiser – Certificate #GA-001727-R
Virginia Certified General Real Estate Appraiser – Certificate #4001 012258
West Virginia Certified General Real Estate Appraiser – Certificate CG270

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: Philip J. Swartz

License Number: 4001 012244

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

X 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 X Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? _____ No X 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
03-31-2019

NUMBER
4001012244

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER

PHILIP JAY SWARTZ
2332 TIDEWATCH WAY
NORTH MYRTLE BEACH, SC 29582

DPOR

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

Jay W. DeBoer, Director

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

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(DETACH HERE)

DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER
NUMBER: 4001012244 EXPIRES: 03-31-2019

PHILIP JAY SWARTZ
2332 TIDEWATCH WAY
NORTH MYRTLE BEACH, SC 29582

(FOLD)

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

DPOR-PC (02/2017)

QUALIFICATIONS OF
PHILIP J. SWARTZ, AI-GRS

Certified General Real Estate Appraiser
Appraisal Review Specialists, LLC

EXPERIENCE AND EDUCATION

2007 – present - Appraisal Review Specialists, LLC – Review Appraiser on highway projects in various states.

Appraisal Review Experience- Full time real estate appraiser performing and reviewing real estate appraisals of varying types. Background experience covers full time work in real estate profession including sales of real estate and appraising. Property types appraised include residential, commercial, multi-family, industrial, and agricultural as well as valuation of sewer easements, highway easements, conservation easements and the appraisal of numerous properties involved in public acquisition and/or condemnation. Mr. Swartz is currently one of eight review appraisers in the United States pre-approved for technical review assignments for the USDA/NRCS Programs.

Performed more than 200 technical reviews of agricultural conservation easement valuations, open space easement valuations, wetland easement valuations, and healthy forest reserve easement valuations since 2008 in various locations throughout WV, PA and OH. In April 2012, participated in a conservation easement seminar sponsored by the PA NRCS/USDA State Office. Co-presenter and panel expert during roundtable discussion of valuation and appraisal review issues. Have taken advanced education specific to conservation easement valuation and appraisal review for federal-aid projects.

2002 – 2007
Real Estate Appraisal Reviewer – Commonwealth of PA, Department of Transportation, Harrisburg, PA

2001 – 2002
Real Estate Appraiser – Commonwealth of PA, Department of Transportation, Montoursville, PA.

1999 – 2001
Real Estate Appraiser – Appraisal & Marketing Associates, Inc., Sunbury, PA.

1992 - 1999
Real Estate Sales and Appraisals – Coldwell Banker Penn One Real Estate, Lewisburg, PA. Partner in subsidiary of Penn One Appraisal Services, 1994-1999.

ADDITIONAL APPRAISAL EXPERIENCE

Dedicated Review Appraiser with advanced appraisal and appraisal review experience for more than 20 years. More than 12 years in the specialized field of eminent domain appraisal and appraisal review. Highly motivated and willing to assist on valuation issues ranging from simple to the most complex. History of leadership in solving the most complicated of appraisal and appraisal review issues under seemingly unrealistic timeframes. Knowledge of Federal, State, and Local regulations dealing with public acquisitions and property valuation including the Uniform

Act, PA Eminent Domain Code, Uniform Appraisal Standards for Federal Land Acquisitions, USPAP and WVDOT, PennDOT and VADOT Right-of-Way Manuals. Proven ability to work independently or as a part of a team. Qualified expert review appraiser for NRCS/USDA Easement Program covering all 50 states in US. Qualified expert witness in litigation cases for eminent domain and tax assessment appeals in various counties in Pennsylvania,. Qualified review appraiser for PennDOT, VADOT, WV DOH, GA DOT, USDA/NRCS and West Virginia Appraiser Certification Board and local financial institutions.

Real Estate Appraiser, Chief Real Estate Appraiser and Real Estate Appraisal Reviewer positions with the Commonwealth of PA. Involved with committee in charge of updating and rewriting the Appraisal Invitation to Qualify for procurement of appraisal services by Penn DOT. Involved on team charged with facilitating the development of "Right-of-Way Office" database system which tracks and compiles all Penn DOT acquisition data. Participated on team tasked with revising all pre-approved Penn DOT appraisal and appraisal review forms. Member of task force that updated, revised and rewrote the Department of Transportation Right-of-Way Manual (Publication #378), a document required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

EDUCATION:

1992 - B.S. Degree, Business Administration, Clarion University of Pennsylvania, Concentration – Real Estate

Related & Continuing Education

Basic Income Capitalization, Course 310 (Appraisal Institute)
USPAP and PA State Appraisal Law Update (Appraisal Institute)
Appraisal of Non-Conforming Uses (Appraisal Institute)
Residential Design and Functional Utility Seminar (Appraisal Institute)
Land Titles (International Right-of-Way Association)
Appraisal Procedures, Course 120 (Appraisal Institute)
Appraisal Principles, Course 110 (Appraisal Institute)
Litigation Skills for Appraisers (Appraisal Institute)
Eminent Domain & Condemnation Appraising (Appraisal Institute)
Data Confirmation & Verification Techniques (Appraisal Institute)
FHA Appraisal Seminar (Polly Associates)
Tax Assessment & Tax Appeals (DPS Real Estate School)
Appraising Historic Properties (Lee & Grant Institute)
Easement Valuation (Appraisal Institute)
Valuation of Partial Interests (Appraisal Institute)
Appraisal Review in Eminent Domain (IRWA)
Eminent Domain Modules I, II & III (Corporate Educators, Inc. for Penn DOT)
General Applications, Course 320 (Appraisal Institute)
Eminent Domain Appraisal Principles (Appraisal Institute)
Condemnation Appraisal (Appraisal Institute)
7-Hour National USPAP Update Course (Appraisal Institute)
Avoiding USPAP Violations and PA State Appraisal Law (DPS Real Estate School)
Appraisal & Appraisal Review for Federal-Aid Highway Projects (Penn DOT for the FHWA)
Uniform Appraisal Standards for Federal Land Acquisitions (Appraisal Institute)

APPRAISAL CERTIFICATIONS:

GA Certified General Real Estate Appraiser - Certificate #365609
KY Certified General Real Estate Appraiser - Certificate #004786
PA Certified General Real Estate Appraiser - Certificate #GA-001298-L
SC Certified General Real Estate Appraiser - Certificate #7266
TN Certified General Real Estate Appraiser - Certificate #5288
VA Certified General Real Estate Appraiser - Certificate #4001 012244
WV Certified General Real Estate Appraiser - Certificate #CG371

PROFESSIONAL ASSOCIATIONS:

Designated Member of Appraisal Institute #35423 (AI-GRS)

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: Rick Mancinelli

License Number: 4001 010666

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

X 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 X Yes
4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? X 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
4001010666

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER

RICK MANCINELLI
13612 LAKETREE DRIVE
CHESTER, VA 23831-0000

DPOR

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

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DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER
NUMBER: 4001010666 EXPIRES: 01-31-2020

RICK MANCINELLI
13612 LAKETREE DRIVE
CHESTER, VA 23831-0000

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

DPOR-PC (02/2017)

QUALIFICATIONS OF
RICK MANCINELLI, SR/WA

EXPERIENCE AND EDUCATION

Appraisal & Appraisal Review Experience:

February 2018 – Current **Appraisal Review Specialists, LLC**
Review Appraiser
Review Appraiser for consulting firm specializing in eminent domain appraisal review contracted to review appraisals for Virginia DOT and numerous Local Public Agencies and Muncipalities.

March 2010 – November 2017 Virginia Department of Transportation
S. E. Region Appraisal Manager
Coordinated, assigned, monitored and reviewed project appraisals in the Richmond and Hampton Roads Districts. Utilized RUMS system as a tracking mechanism. Consulted in scoping appraisal problems in the Preliminary Engineering stages of projects. Evaluated and justified administrative settlements in the negotiation stage of acquisitions and reviews RW-24 Reports. Prepared and reviewed court appraisals and testified as an expert witness in trial proceedings in Eminent Domain cases.

Performed complex appraisals, prepared right of way cost estimates, served as a mentor to other staff members working toward their appraisal license. Attended project scoping, value engineering studies/inspections, made recommendations for plan revisions, and attended public forum meetings.

October 2005 – March 2010 Virginia Department of Transportation
Land Acquisition & Property Management Agent
Performed complex appraisals by researching and analyzing information, applying applicable approaches. Researched, analyzed and compiled information in resolving complex issues. Responded to inquiries from the public, government officials, and made recommendation options/alternatives for resolution. Responsible for the accuracy and timeliness of information pertinent to assigned projects that is entered into RUMS, PPMS, etc.

1997 - October 2005 **Emminger, Hyatt, Newton & Pigeon, Inc.**
Real Estate Appraisal Services
NYS Certificate General Appraisal License
Senior Staff Appraiser
Prepared and developed various types of Real Estate appraisals for private clients, banks and numerous government entities on a full time basis.

1994-1997 **Certified Appraisal Services, Inc.**
Residential Appraiser
Prepared and developed 1-4 family residential appraisals on a full time basis.

SKILLS: Has the ability to manage several Right of Way projects and be a leader/coordinator for team agents. Specializes in the preparation, reporting and review of appraisals for Right-of-Way acquisition and eminent domain. Consult and assist in negotiations and administrative settlements. Has extensive knowledge of the ethics, rules and guidelines of the Uniform Standards of Professional Appraisal Practice (USPAP) and Uniform Appraisal Standards for Federal Land Acquisitions and the Uniform Act. Has good people skills and promotes team work.

EDUCATION: 1978-82 McKinley Vocational High School
Carpentry Diploma
1993-present - Continuing Education:

APPRAISAL/ROW COURSES AND SEMINARS ATTENDED

- International Right of Way Association – Annual Education Conference (Nashville, TN) – June 2016
- International Right of Way Association – Course (431) – Problems in the Valuation of Partial Acquisitions May 2016, Richmond, Virginia
- International Right of Way Association – Course (100) – Principles of Land Acquisition - April 2016, Richmond, Virginia
- Virginia Department of Transportation – Appraisal Conference – May 2012
- Appraisal Institute – Analyzing the Effects of Environmental Contamination on Real Property – May 2012 Richmond, Virginia
- International Right of Way Association –Course (421) – Appraising Partial Acquisitions - May 2012, Richmond, Virginia
- Appraisal Institute – 7 hour- USPAP Update – December 2011 Midlothian, Virginia
- Appraisal Institute – Appraising the Appraisal: Appraisal Review – November 2011 Chester, Virginia
- International Right of Way Association – Annual Education Conference (Austin, TX) – June 2008, (Indianapolis, In) – June 2009 and (Atlanta, Georgia) – June 2011
- Appraisal Institute – Sales Comparison Valuation of Small, Mixed-Use Properties – May 2011- Midlothian, Virginia
- Appraisal Institute – Business Practices and Ethics - May, 2011 Waynesboro, Virginia, Virginia
- International Right of Way Association –Course (220) – Cultural Awareness - March 2011, Midlothian, Virginia
- International Right of Way Association –Course (104) – Standards of Practice for the Right of Way Professional – December, 2010, Fairfax, Virginia
- Appraisal Institute – Condemnation Appraising: Principles and Applications – November 2009 Midlothian, Virginia
- National Highway Institute - #141044 – FHWA-NHI – Appraisal Review for Federal-Aid Highway Programs – May 2008
- International Right of Way Association – Course (201) – Communicating in Real Estate Acquisition – March 2008
- International Right of Way Association – Course (103WBT) – Ethics and the Right of Way Profession – February 2008
- International Right of Way Association – Course (602) – Project Development and the Environmental Process – November 2007
- International Right of Way Association – Course (900) – Principles of Real Estate Engineering – August 2007
- International Right of Way Association – Course (213) – Conflict Management – April 2007
- Virginia Department of Transportation – Appraisal Conference – May 2006
- International Right of Way Association – Course (803) Eminent Domain Law Basics for Right of Way Professionals – November 2005

APPRAISAL/ROW COURSES AND SEMINARS ATTENDED (continued)

- International Right of Way Association – Annual Conference (Toronto, ON) – June 2005
- Virginia Department of Transportation – Appraisal Conference – October 2005
- International Right of Way Association – Course (409) Integrating Appraisal Standards - -March 2005
- Appraisal Institute, Seminar – Resort Properties & Business Valuation - February 2004, Ellicottville, New York
- Appraisal Institute, WNY/Ontario International Chapter – Property Defects & Real Estate - October 2003, Buffalo, New York
- International Right-Of-Way Association – Course (406B), National USPAP Course - August 2003, Alexandria Bay, New York – August 2005
- Cusack Real Estate & Sales Training Center, Inc. – Course (G-3), Applied Income Property Valuation- August 2002, Buffalo, New York
- Cusack Real Estate & Sales Training Center, Inc. – Course (G-2), Principals of Income Property Appraising - June 2002, Buffalo, New York
- Cusack Real Estate & Sales Training Center, Inc. – Course (G-1), Introduction to Income Property Valuation - May 2002, Buffalo, New York
- Cusack Real Estate & Sales Training Center, Inc. – "Fair Housing Lending & Environmental Issues AQ-1" - March 2002, Buffalo, New York
- Appraisal Institute – Seminar – Real Estate Trends and Valuation Issues - February 001, Buffalo ,New York
- International Right-Of-Way Association – Course (205) Bargaining & Negotiating -October 2000, Syracuse, New York
- Appraisal Institute – Real Estate Conference 2000 - September 2000, Buffalo, New York
- Cusack Real Estate & Sales Training Center, Inc. – Course (S/E), Ethics and Standards of Professional Practice - February 1999, Buffalo, New York
- Cusak Real Estate & Sales Training Center, Inc. – Course (R-4), Introduction to One-Four Family Income Capitalization - June 1998, Buffalo, New York
- Information Services for Buildings – ISB 203(k) Consultant Training Seminar - April 1996, Falls Church, Virginia
- Greater Buffalo Board of Realtors - Ethics and Standards of Professional Appraisal Practice - October 1993, Buffalo, New York
- Greater Buffalo Board of Realtors - Course R2, Valuation & Procedures - September 1993, Buffalo, New York
- Greater Buffalo Board of Realtors - Course R1, Introduction to Appraising Real Property - September 1993, Buffalo, New York

AFFILIATIONS & DESIGNATIONS:

Member of the I.R.W.A. (International Right-of-Way Association)
SR/WA Designation
HUD 203(k) Consultant/Plan Reviewer

Certified General Appraisal License | VA 4001010666

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: Lorraine A. Davis

License Number: 4001 000349

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

X 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*)
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4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? X 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

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Telephone: (804) 367-8500

EXPIRES ON
11-30-2019

NUMBER
4001000349

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER

LORRAINE A DAVIS
647 BEALL AVENUE
LURAY, VA 22835

DPOR

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DPOR-LIC (0

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REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER
NUMBER: 4001000349 EXPIRES: 11-30-2019

LORRAINE A DAVIS
647 BEALL AVENUE
LURAY, VA 22835

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

DPOR PC (02.2017)

LORRAINE A. DAVIS, Certified General, SWAM

Current	Owner, Lorraine Davis Appraisal & Consulting, LLC. Associate with Appraisal Review Specialists. Appraisal and review work of all property types. Specialty in eminent domain procedures. Approved on VDOT Fee and Review Appraiser panels. SWAM approved #682104.
2002-2009	Land Acquisition and Property Management Agent II, Virginia Department of Transportation. Responsible for appraisals and reviews of all types of property for right of way acquisition purposes. Prepared estimates for the Six Year plan. Explained plan drawings to homeowners including overall project specifications. Extensive landowner and public official contact. Served as a mentor to other staff. Qualified for eminent domain court testimony.
2000-2002	Experienced Senior, Arthur Andersen LLP. Appraised all types of real estate with concentration on commercial properties. Assignments included hotel, office, multi-family, industrial, and vacant land owned by institutional investors. Extensive appraisal review work. Interacted with clients to assure deadlines were met with high quality work product. Trained new staff on appraisal practice and good business skills.
1997-2000	Vice President, Delta Associates, Alexandria, Virginia. Appraised vacant land, office, industrial, retail and multifamily properties. Prepared met studies and supported litigation engagements. Managed staff appraisers. Extensive client contact and coordination with senior MAI. Served as Multifamily practice director preparing quarterly reports for publication.
1988-1997	Independent residential fee appraiser in Virginia, sole-proprietor. Appraised properties up to $5,000,000 for a variety of clients including lenders, relocation firms, attorneys and individual clients. Transacted real estate sales.

Affiliations:

- International Right of Way Association
- Commonwealth of Virginia; Certified General Appraiser License (#4001-000349, Expires 11/30/19).

Academic

- George Mason University, Master of Arts, Transportation Policy, Operations and Logistics. 2005. Received Malcolm McLean award for outstanding academic achievement.
- George Mason University, B.S./Decision Sciences, with concentration in computer information systems and business. Received Hewlett-Packard Outstanding Business Student Award (presented with HP-12C calculator) in 1983.
- Extensive appraisal course work from the Society of Real Estate Appraisers, the Appraisal Institute, and the International Right of Way Association, leading to licensure and renewal as a Certified General Real Estate Appraiser in the Commonwealth of Virginia

Society of Real Estate Appraisers:
- Course 101 – "Introduction to Appraising Real Property"
- Course 102 – "Applied Residential Property Valuation"

Appraisal Institute
- Course 410 – "Standards of Professional Practice"
- Course 510 – "Advanced Income Capitalization"
- Course 520 – "Highest and Best Use and Market Analysis"
- Course 530 – "Advanced Sales Comparison and Cost Approaches to Value"
- Course 550 – "Advanced Applications"
- Course 800 – "Separating Real Property from Tangible and Personal Assets"
- SEMINAR - Rates and Ratios: Making sense of GIMs, OARs, and DCFs
- SEMINAR - The Road Less Traveled: Special Purpose Properties
- SEMINAR - Appraising the Appraisal: Appraisal Review - General

McKissock Continuing Education:
- Appraisal of Self-Storage Facilities
- Appraisal of Land Subject to Ground Leases
- Appraisal of Assisted Living Facilities
- Basic Hotel Appraising – Limited Service Hotels

Virginia Department of Transportation
- Regular attendance at Appraisal Review update sessions.

International Right of Way Association
- All coursework necessary to obtain SR/WA
- Current on continuing education requirements for the SR/WA designation.

Associated with:
Appraisal Review Specialists, LLC
3058 Mount Vernon Road, Suite 12
Hurricane, WV 25526-9458
(304) 760-2156 (office)

DEPARTMENT OF GENERAL SERVICES

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 City, State, Zip Code	POSTAGE*
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

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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 Review Specialists, LLC
Name of Firm

R. Scott Barber, Managing Partner
Printed Name and Title

Signature

May 25, 2018
Date