MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-COL
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
COLUMBIA REALTY ADVISORS, 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 Columbia Realty Advisors, Inc., hereinafter referred to as "Columbia Realty Advisors, Inc." or "Contractor" relating to Contract #DGS-180713-COL 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 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 then current term.

Reference: Contract #DGS-180713-COL "Special Terms and Conditions B" entitled "Renewal Of Contract". Both above referenced parties hereby 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.

COLUMBIA REALTY ADVISORS, INC	COMMONWEALTH OF VIRGINIA
BY: Philip C. Elliott	BY: Ninikiekwe M. Harris
NAME: Philip C. Elliott	NAME: Ninikiekwe M. Harris, VCA
TITLE: President	TITLE: Contract Officer, OCP
DATE: 7/10/2019	DATE: 7/10/19

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: Columbia Realty Advisors, Inc
Address: 9601 Baltimore Ave. Suite A5
City/State/ZIP: College Park, MD. 20740
Signature: Philip C. Elliott
Printed Name: Philip C. Elliott
Title: President
Date: 5/15/2018

Contractor's TIN:
eVA Vendor ID or DUNS No.: VS0000025124
State Corporation Commission No:
DSBSD Certification No.:
Telephone No.: 301 441 2281
Cell No.: 240 641 2035
Email: backofficerealty@gmail.com

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

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS:	11. AMOUNT:	12. AWARD DATE:
Region 4,5,6,7,8,9	$95,000	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.	Initial
2. Authorized Representative – Complete the required information in Special Term and Condition E (Page 17), entitled "Authorized Representatives"	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	Initial
4. State Corporation Commission – Attachment A. Complete required information. Original signature Required	Initial
5. Vendor Data Sheet – Attachment B. Complete required information. Original signature Required	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	Initial
7. Qualifications – Specify for the Contractor's principal by initialing to the right possession of the following, as applicable:	
X **Certified General Real Estate Appraiser** license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	Initial
☐ **Certified Residential Real Estate Appraiser** license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	Initial
☐ ***"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	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
Columbia Realty Advisors, Inc
9601 Baltimore Ave #A5
College Park, MD 20740
Tel.: 301 441 2291
Fax: 301 441 2292
Email: backoffice realty@gmail.com
P.O.C.: Phillip Elliott

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;

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 Wytheville ☐ Include All of the Area ☒ Exclude All of the Area ☐ Include the Area, But Exclude Localities stricken through as reflected above.	$_____/Hour	$_____/Hour	$_____/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	$_____/Hour	$_____/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	$_____/Hour	$_____/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.	$190 /Hour	$_____/Hour	$225 /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.	$200 /Hour	$_____/Hour	$225 /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.	$190 /Hour	$_____/Hour	$225 /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.	$ 190 /Hour	$_____/Hour	$ 225 /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 noted cities & towns included ☒ Include the Area, But Exclude Localities stricken through as reflected above.	$ 200 /Hour	$_____/Hour	$ 225 /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.	$ 180 /Hour	$_____/Hour	$ 225 /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: _____.

-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: Phillip C. Elliott

Name: Phillip C. Elliott
(Print)

Title: President

Name of Firm: Columbia Realty Advisors, Inc

Date: 5/15/2018

✱ 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: Phillip C. Elliott Phone: 301-441-2281
2. Years in Business: Indicate the length of time you have been in business providing this type of goods or services:
   18 Years 8 Months
3. Vendor Information:
   FIN or FEI Number (If Company, Corporation, or Partnership): 52-1989407
   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: Redevelopment Authority of Prince George's Co Contact: Victor Sherrod
   Address: 9200 Basil Ct. Suite 504 Largo, MD 20774
   Phone: (301) 883 5300 Email: vsherrod@co.pg.md.us
   Project: Various (Appraisal)
   Dates of Service: 2009 - present $ Value: 25,000+

   b. Company: Town of Front Royal VA Contact: Cindy Hartman
   Address: 102 E. Main st. Front Royal, VA. 22630
   Phone: (540) 636 6889 Email: chartman@frontroyalva.com
   Project: Various (Appraisal)
   Dates of Service: 2007 - 2010 $ Value: 10,000+

   c. Company: APEX MORTGAGE Contact: Gina Lowry
   Address: 1 Walnut Grove Dr., Suite 300, Horsham, PA 19044
   Phone: (877) 604-5304 Email: glowry@apexmtg.com
   Project: Various (Appraisal)
   Dates of Service: 2015 - Present $ Value: 12,000+

I certify the accuracy of this information.

Signed: Phillip C. Elliott **Title:** President

NOTE: WORK COMPLETED AS ASSIGNED. DOLLAR AMOUNTS REPRESENT ESTIMATED TOTAL COSTS AS OPPOSED TO AN OVERALL CONTRACT AMOUNT.

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: Columbia Realty Advisors, Inc

Preparer Name: Phillip C. Elliott

Date: 5/15/2018

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 $	

This is a minority owned firm. While I had a certification many years ago, I allowed it to expire as other opportunities opened. I plan to become recertified again in the future.

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: Phillip C. Elliott

Name in which appraiser holds Virginia license: Phillip C. Elliott

License Number: 4001005435

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 _____ Yes

4. Have you completed training in application of the current edition of UASFLA that was approved for appraiser continuing education credit? ✓ No _____ Yes I have taken Yellow book training in the past. Will update training in Yellow Book.

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
4001005435

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER

PHILLIP C ELLIOTT
9601 BALTIMORE AVENUE
SUITE A-5
COLLEGE PARK, MD 20740

DPOR

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

(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: 4001005435 EXPIRES: 03-31-2019

PHILLIP C ELLIOTT
9601 BALTIMORE AVENUE
SUITE A-5
COLLEGE PARK, MD 20740

(FOLD)

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

DPOR-PC (02/2017)

Phillip C. Elliott, MAI

General Summary

Experienced Professional trained in finance and real estate. Principal appraiser in growing real estate valuation and consulting firm.

Education

Johns Hopkins University, Baltimore
M. S. Financial Management, May 2000

The George Washington University, Washington, DC
M. B. A. Real Estate Development, May 1993

University of Maryland, College Park
B. A. Urban Studies, Real Estate, May 1989

Experience

Columbia Realty Advisors, Inc., College Park, MD ***Sept. 97 to Present***
President of real estate consulting firm which performs appraisals, inspections, and other real estate functions. The firm continues to grow. The firm does commercial and residential appraisal and consulting.

Maryland Military Dept. CFMO, Baltimore, MD ***July 96 to Sept 97***
Wrote specifications for maintenance and repair projects/service contracts for Maryland National Guard facilities, lead automation of office through implementation of CADD and database management using Microsoft Office, assisted construction managers in project administration.

Ervin and Associates, Inc., Bethesda, MD ***Jan. 95 to Dec. 95***
Reviewed multi-family limited partnership financial statements for compliance with HUD regulations, assisted in administration of data entry department.

S. C. Back Associates, Inc. Washington, DC ***Aug. 92 to Jan. 95***
Performed appraisals of commercial real estate properties in the metropolitan Washington, DC area.

Combined Properties, Inc., Washington, DC ***Oct. 90 to Jun 91***
Performed administrative tasks for tracking project soft costs, produced schematic drawings for marketing/leasing packages, gave minor assistance in advertising promotional projects.

Tech Aid, Vienna, VA ***May 89 to Oct. 90***
Provided temporary staff support for architectural/engineering firms with construction document production.

Montgomery County Government, Rockville, MD ***Oct. 88 to May 89***
Conducted historical construction costs analysis for facilities planning, drafted HVAC system drawings, monitored building utility costs for real estate portfolio

9601 Baltimore Ave. # A5, College Park, MD. 20740
301-441-2281(ph) 301-441-2282(fax)
Box9601@outlook.com

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April 17, 2018

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Columbia Realty Advisors, Inc
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College Park, MD 20740-3014

Acct# 38872

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Program	Date	Location	Type	Status	Hours Attend	Hours Exam
Solving Land Valuation Puzzles	03/27/2018	Greater Capital Area Association of REALTORS« Rockville, MD	Standard		7.0	0.0
Real Estate Market Update: Economic Outlook For Metro DC Real Estate 2018 And Beyond	01/17/2018	Maggiano's Washington, DC	Standard		2.0	0.0
General Demonstration Report Writing	09/15-10/15/2017 Completed 09/28	On-Line Seminar Chicago, IL	Standard		7.0	0.0
Online General Appraiser Site Valuation and Cost Approach	07/01-08/15/2017 Completed 09/17	On-Line Seminar Chicago, IL	Standard		28.0	0.0
The Tough One: Mixed-Use Properties û Income Capitalization Approach	06/13/2017	Golden Nugget Atlantic City, NJ	Standard		3.0	0.0
Tightening the Appraisal	06/12/2017	Golden Nugget Atlantic City, NJ	Standard		3.0	0.0
Hospitality and Senior Health Care Valuation	05/23/2017	Embassy Suites Newark, DE	Standard		4.0	0.0
Analyzing Tenant Credit Risk and Commercial Lease Analysis	04/03/2017	Greater Capital Area Association of REALTORS« Rockville, MD	Standard		7.0	0.0
Online Analyzing Operating Expenses	02/01-03/03/2017 Completed 03/04	On-Line Seminar Chicago, IL	Standard		7.0	0.0
Beyond The Numbers: Market Analysis Tips and Trends	01/23/2017	Holiday Inn - Harrisburg/Hershey Grantville, PA	Standard		2.0	0.0
PA Appraiser Certification Act Review - PA Laws	01/23/2017	Holiday Inn - Harrisburg/Hershey Grantville, PA	Standard		2.0	0.0
Site to Do Business	06/17/2015	Best Western Fairfield Executive Inn Fairfield, NJ	Standard		6.0	0.0

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REAL ESTATE MARKET UPDATE	11/06/2014	Crowne Plaza Tysons Corner McLean, VA	Standard		2.0	0.0
Online Comparative Analysis	06/01-07/01/2014 Completed 06/30	On-Line Seminar Chicago, IL	Standard		7.0	0.0
Using Spreadsheet Programs in Real Estate Appraisals - The Basics	06/25-26/2014	Synchronous Synchronous	Standard		7.0	0.0
Residential Applications Part 2: Using Microsoft Excel to Analyze and Support Appraisal Assignments Results	05/30/2014	Charleston Marriott Town Center Charleston, WV	Standard		7.0	0.0
Residential Applications: Using Technology to Measure and Support Assignment Results	05/29/2014	Charleston Marriott Town Center Charleston, WV	Standard		7.0	0.0
Valuation by Comparison: Residential Analysis and Logic	04/08/2014	Greater Capital Area Association of REALTORS« Rockville, MD	Standard		7.0	0.0
Capital Markets, the Economy & Their Impact on Commercial Real Estate	11/20/2013	Adelphia Deptford, NJ	Standard		2.0	0.0
REAL ESTATE MARKET UPDATE: ECONOMIC OUTLOOK FOR METRO DC REAL ESTATE 2014 AND BEYOND	11/19/2013	Crowne Plaza Tysons Corner McLean, VA	Standard		2.0	0.0
DELDOT Regional Transportation Update	11/12/2013	Wilmington, DE	Standard		2.0	0.0
Delaware State Rules and Regulations	09/12/2013	Manufacturers Golf & Country Club Ft. Washington, PA	Standard		3.0	0.0
Evaluating Commercial Construction	05/13-14/2013	Maritime Institute (BWI Airport) Linthicum, MD	Standard		15.0	0.0
Residential Applications: Using Technology to Measure and Support Assignment Results	03/06/2013	Manufacturers Golf & Country Club Ft. Washington, PA	Standard		7.0	0.0
Marketability Studies: Advanced Considerations & Applications	08/17/2012	Doubletree by Hilton Atlanta Airport Atlanta, GA	Standard		7.0	0.0

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Program	Date	Location	Type	Status	Hours Attend	Hours Exam
Marketability Studies: Six-Step Process & Basic Applications	08/10/2012	Grove Park Inn Asheville, NC	Standard		7.0	0.0
Chapter Meeting	07/11/2012	Arlington, VA	Standard		0.0	0.0
Using Spreadsheet Programs in Real Estate Appraisals	02/17/2011	Shepherd Hills Country Club Wescosville, PA	Standard		7.0	0.0
Comprehensive Exam Review: Sales Comparison Approach	09/17/2010	Tri Tech Surveying Office Houston, TX	Standard		7.0	0.0
Comprehensive Exam Review: Income Capitalization Approach	09/15/2010	Tri Tech Surveying Office Houston, TX	Standard		7.0	0.0
The Appraiser and the Site To Do Business: Location, Timing and Demographics	08/18/2010	Webinar	Standard		1.0	0.0
Advanced Income Capitalization	07/19-23/2010	Michigan Chapter MI	Standard	Pass	32.0	3.0
General Appraiser Sales Comparison Approach	06/16-19/2010	Spring Mill Corporate Center Conshohocken, PA	Standard	Pass	27.0	3.0
Eminent Domain and Condemnation	05/15-06/14/2010 Completed 06/20	On-Line Seminar Chicago, IL	Standard		7.0	0.0
Supporting Capitalization Rates	05/24/2010	The Universities of Shady Grove Rockville, MD	Standard		7.0	0.0
Online Marshall & Swift Commercial Cost Training	03/01-31/2010 Completed 04/14	On-Line Seminar Chicago, IL	Standard		7.0	0.0
Hotel Appraising: New Techniques for Today's Uncertain Times	01/08/2010	Greenbelt, MD	Standard		7.0	0.0
Business Practices and Ethics	12/04/2009	The Conference Center at the Maritime Institute Linthicum, MD	Standard		5.0	0.0
The Discounted Cash Flow Model: Concepts, Issues, and Apps.	10/20/2009	Homewood Suites by Hilton Wilmington, DE	Standard		7.0	0.0

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Program	Date	Location	Type	Status	Hours Attend	Hours Exam
General Demonstration Appraisal Report Workshop	09/25-29/2009	Appraisal Services of Virginia, LLC Roanoke, VA	Standard		0.0	0.0
Real Estate Market Update: Metro DC R.E. 2009 & Beyond	09/10/2009	Clydes of Tysons Corner Vienna, VA	Standard		2.0	0.0
Advanced Applications	07/30-08/05/2009	UNCG Greensboro, NC	Standard	Pass	36.0	4.0
General Demonstration Appraisal Report Writing Seminar	07/14/2009	Featherstone Professional Center Midlothian, VA	Standard		7.0	0.0
Advanced Income Capitalization	06/04-10/2009	Livermore, CA	Standard	Pass	36.0	4.0
The Valuation of Wetlands	04/24/2009	Johns Hopkins Downtown Center Baltimore, MD	Standard		4.0	0.0
Partial Interest Valuation - Divided	04/23/2009	Johns Hopkins Downtown Center Baltimore, MD	Standard		7.0	0.0
Associates Guidance Leadership Program	04/21/2009	That's Amore Columbia, MD	Standard		0.0	0.0
Subdivision Valuation: A Comprehensive Guide to Valuing Improved Subdivisions	03/18/2009	Days Hotel East Brunswick, NJ	Standard		7.0	0.0
7-Hour National USPAP Update Course	03/17/2009	Lancaster County Association of Realtors Lancaster, PA	Standard		7.0	0.0
General Appraiser Income Approach (Part II)	02/06-14/2009	Rutgers University-Livingston Campus New Brunswick, NJ	Standard	Pass	27.0	3.0
General Appraiser Income Approach (Part I)	01/16-24/2009	Rutgers University-Livingston Campus New Brunswick, NJ	Standard	Pass	27.0	3.0
Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications	11/10-11/2008	Johns Hopkins Downtown Center Baltimore, MD	Standard		16.0	0.0

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Program	Date	Location	Type	Status	Hours Attend	Hours Exam
Report Writing and Valuation Analysis	10/29-11/04/2008	Johns Hopkins Downtown Center Baltimore, MD	Standard	Pass	26.0	14.0
General Appraiser Market Analysis and Highest & Best Use	09/19-27/2008	Rutgers University Inn & Conference Center New Brunswick, NJ	Standard	Pass	28.0	2.0
Washington Metro Chapter Spring Meeting/Reception	05/08/2007	Aria Trattoria Restaurant Washington, DC	Standard		0.0	0.0
Advanced Sales Comparison & Cost Approaches	01/19-25/2007	Johns Hopkins Downtown Center Baltimore, MD	Standard	Pass	36.0	4.0
Scope of Work: Expanding Your Range of Services	08/14-15/2006	Westin Chicago River North Hotel Chicago, IL	Less than 90%		7.0	0.0
General Demonstration Appraisal Report Writing Seminar	04/05/2005	Johns Hopkins University Baltimore, MD	Standard		7.0	0.0
Partial Interest Valuation - Divided	03/14/1999	Maritime Institute of Technology Linthicum Heights, MD	Standard		7.0	0.0
Condemnation Appraising: Basic Principles & Applications	03/03-04/1999	Quality Inn-Florida Mall Orlando, FL	Standard	Fail	15.0	0.0
Appraisal Office Management	05/08/1998	Greater Capital Area Association of Realtors Silver Spring, MD	Standard		7.0	0.0
Standards of Professional Practice, Part A (USPAP)	12/13-14/1994	Westpark Hotel Tyson's Corner McLean, VA	Standard	Pass	15.0	1.0
Advanced Applications	10/18-12/13/1993	American University Washington, DC	Standard	Fail	36.0	0.0
Highest & Best Use and Market Analysis	09/07-11/09/1993	American University Washington, DC	Standard	Pass	36.0	4.0
Advanced Income Capitalization	03/16-05/07/1993	American University Washington, DC	Standard	Pass	36.0	4.0

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Program	Date	Location	Type	Status	Hours Attend	Hours Exam
Basic Income Capitalization	01/12-03/09/1993	American University Washington, DC	Standard	Pass	36.0	3.0

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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

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

Columbia Realty Advisors, Inc
Name of Firm

Phillip C. Elliott
Printed Name and Title

Signature

5-15-2018
Date