

**MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-HOW
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
HOWE APPRAISAL ASSOCIATES, 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 Howe Appraisals Associates, LLC., hereinafter referred to as Howe Appraisals Associates, LLC., or "Contractor" relating to Contract #DGS-180713-HOW 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.

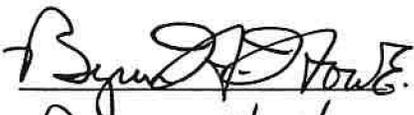
Reference: Contract #DGS-180713-HOW "Special Terms and Conditions B" entitled "Renewal Of Contract". Both above referenced parties hereby agree to modify the contract to extend it for one (1) years from July 13, 2019 through July 12, 2020.

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.

HOWE APPRAISALS ASSOCIATES, LLC.

COMMONWEALTH OF VIRGINIA

BY: 
NAME: Bryan H. Howe
TITLE: Owner/ MAN. Member
DATE: 7/9/2019

BY: 
NAME: Niniekwe M. Harris, VCA
TITLE: Contract Officer, OCP
DATE: 7/9/2019



COMMONWEALTH of VIRGINIA

SOLICITATION ~ OFFER ~ AWARD

Non-Professional Services

Sealed Invitation for Bid (IFB) for Appraisal Services

NIGP Commodity Codes:

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

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

SOLICITATION

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

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

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

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

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

Tiffany C. Walker /s/
Signature

OFFER

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

8. Company Name: <u>HOWE APPRAISAL ASSOCIATES</u>	Contractor's TIN: _____
Address: <u>4326-J Evergreen Lane</u>	eVA Vendor ID or DUNS No.: <u>19-610-2370</u>
City/State/ZIP: <u>Annandale VA 22003</u>	State Corporation Commission No.: _____
Signature: <u>[Signature]</u>	DSBSD Certification No.: _____
Printed Name: <u>Byron H. Howe, SRA</u>	Telephone No.: <u>703-642-0892</u>
Title: <u>Owner/ Appraiser</u>	Cell No.: <u>703-863-0892</u>
Date: <u>May 5, 2018</u>	Email: <u>byron@howeappraisal.com</u>

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

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS: <u>Regions 6+9</u>	11. AMOUNT: <u>\$95000</u>	12. AWARD DATE: <u>7/13/2018</u>
13. COMMONWEALTH'S REPRESENTATIVE: <u>Tiffany Walker</u>	14. COMMONWEALTH OF VIRGINIA By: <u>Tiffany C. Walker</u>	

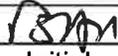
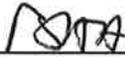
NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status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

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

BID FORM COMPLETION CHECKLIST

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

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

Required Items to be Provided with Bid	Bidder Acknowledgement (Initial below when action completed)
1. Contractor Information – Complete Bidder Information on Page 1 (#8 – Cover Page) (State Corporation Commission No. if not a sole proprietor and DSBSD Certification No. if certified). Original signature required.	 _____ 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:	
<input checked="" type="checkbox"/> Certified General Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	 _____ Initial
<input type="checkbox"/> Certified Residential Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia	_____ Initial
<input type="checkbox"/> “Reviewer experience” for any individual performing appraisal reviews, as defined in the Regulations of the Virginia Real Estate Appraiser Board; possession of their Virginia Certified General Real Estate Appraiser license or Certified Residential Real Estate Appraiser license for a minimum of two years, and; have performed a minimum of twelve (12) appraisal review assignments between January 1, 2015 and March 31, 2018	_____ 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

Byron H. Howe, SRA
dba Howe Appraisal Associates
4326-J Evergreen Lane
Tel.: Annandale, VA 22003
Fax: Off- 703-642-0892
Email: FAX - 703-642-0894
Email- byron@howeappraisal.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(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#1 – Bristol Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe Cities: Bristol, Norton Towns: Abingdon, Appalachia, Big Stone Gap, Bluefield, Cedar Bluff, Chilhowie, Cleveland, Clinchco, Clinchport, Clintwood, Coeburn, Damascus, Duffield, Dunganon, Fries, Gate City, Glade Spring, Grundy, Haysi, Honaker, Independence, Jonesville, Lebanon, Marion, Nickelsville, Pennington Gap, Pocahontas, Pound, Richlands, Rural Retreat, Saltville, St. Charles, St. Paul, Tazewell, Troutdale, Weber City, Wise and Wytheville</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#2 – Salem Counties: Bedford, Botetourt, 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</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#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, Keyesville, Pamplin City, Phenix, Scottsburg, South Boston and Virgilina</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area <input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour

Area	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)</p> <p>#4 – Richmond</p> <p><u>Counties:</u> Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Lunenburg, Mecklenburg, New Kent, Nottoway, Powhatan and Prince George</p> <p><u>Cities:</u> Colonial Heights, Hopewell, Petersburg and Richmond</p> <p><u>Towns:</u> Alberta, Ashland, Blackstone, Boynton, Brodnax, Burkeville, Chase City, Clarksville, Crewe, Kenbridge, La Crosse, Lawrenceville, McKenney, South Hill and Victoria</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ ____/Hour	\$ ____/Hour	\$ ____/Hour
<p>#5 – Norfolk</p> <p><u>Counties:</u> Accomack Isle of Wight, James City, Northampton, Southampton, Surry, Sussex, York and Greensville.</p> <p><u>Cities:</u> Chesapeake, Emporia, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg</p> <p><u>Towns:</u> Accomac, Belle Haven, Bloxom, Boykins, Branchville, Cape Charles, Capron, Cheriton, Chincoteague, Claremont, Courland, Dendron, Eastville, Exmore, Hallwood, Ivor, Jarratt, Keller, Melfa, Nassawadox, Newsoms, Onancock, Onley, Painter, Parksley, Saxis, Smithfield*, Stony Creek, Surry, Tangier, Wachapreague, Wakefield, Waverly and Windsor</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ ____/Hour	\$ ____/Hour	\$ ____/Hour
<p>#6 – Fredericksburg</p> <p><u>Counties:</u> Gasoline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland</p> <p><u>Cities:</u> Fredericksburg</p> <p><u>Towns:</u> Boyling Green, Colonial Beach, Irvington, Kilmarnock, Manassas, Port Royal, Tappahannock, Urbanna, Warsaw, West Point and White Stone</p> <p><input type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input checked="" type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>100</u> ⁰⁰ /Hour	\$ ____/Hour	\$ <u>100</u> ⁰⁰ /Hour

Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#7 – Culpeper</p> <p>Area: Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Rappahannock</p> <p>Cities: Charlottesville</p> <p>Towns: Culpeper, Gordonsville, Louisa, Madison, Mineral, Orange, Remington, Scottsville, Stanardsville, The Plains, Warrenton and Washington</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#8 – Staunton</p> <p>Counties: Alleghany, Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren</p> <p>Cities: Buena Vista, Covington, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester</p> <p>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</p> <p><input type="checkbox"/> Include All of the Area <input checked="" type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#9 – Northern Virginia</p> <p>Counties: Arlington, Fairfax, Loudoun and Prince William</p> <p>Cities: Alexandria, Fairfax, Falls Church, Manassas and Manassas Park</p> <p>Towns: Clifton, Dumfries, Hamilton, Haymarket, Herndon, Hillsboro, Leesburg, Lovettsville, Middleburg, Occoquan, Purcellville, Quantico, Round Hill and Vienna</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ <u>100.</u> ⁰⁰ /Hour	\$ _____/Hour	\$ <u>100.</u> 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: _____.

-OR-

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

-OR-

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

-OR-

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

**** NOTE ****

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

Signature: 

Name: Byron H. Howe
(Print)

Title: owner / Appraiser.

Name of Firm: Howe Appraisal Associates

Date: 5/2/2018

* 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: Byron H. Howe Phone: 703-642-0892

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

42 Years 0 Months

3. Vendor Information:

FIN or FEI Number (If Company, Corporation, or Partnership): _____

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: Friedlander, Friedlander + Friends Contact: Jerry Friedlander, Esq.
 Address: 1364 Beverly Road, Ste 201, Midway, VA 22101
 Phone: (703) 893-9600 Email: jpfriedlander@verizon.net
 Project: VARIOUS - Res + Commercial
 Dates of Service: 1/1/1980 - Present \$ Value: 20,000+

b. Company: Loudoun County Transportation Contact: Mr Joe Kuhna, Mgr.
 Address: 101 Blue Sea Drive, SE, Ste 102, Leesburg, VA 20175
 Phone: (703) 737-8908 Email: joekuhna@loudoun.gov
 Project: Roundhill / Belmont Ridge Road - Land Acq.
 Dates of Service: 2015 - present \$ Value: 225,000.00

c. Company: Midlantic Fin. Services Contact: Mrs. Cindy Pehl, Spec
 Address: 219 Adam Smith St, Ste D, Eldersburg, Md 21784
 Phone: (410) 549-0162 Email: progers@midlanticfs.com
 Project: VARIOUS - Res + Commercial
 Dates of Service: 2012 - present \$ Value: 20,000.00+

I certify the accuracy of this information.

Signed: [Signature] Title: owner

**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: Byron H. Howe, SRA

Preparer Name: Same

Date: 5/2/2018

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: 702698 Certification Date: 9/25/12
SWAM.# Attachment C-1 of C-2 Exp 9/25/15.
IFB #TCW-2018-0416 will Reply.
Appraisal Services

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	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 %)
DSBSD Certificate #					
Totals \$					

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: Byron H. Howe

License Number: 4001-000292

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

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

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



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

May 11, 2018

ADDENDUM NO. 1 TO ALL BIDDERS

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

The below is hereby changed to read:

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

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

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

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



DEPARTMENT OF
GENERAL SERVICES

Department of General Services
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1100 Bank Street
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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.

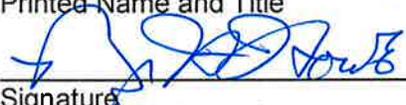
Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Respectfully,

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

Howe Appraisal Associates
Name of Firm

Byron H. Howe, SRA
Printed Name and Title


Signature

5/21/18.
Date

HOWE APPRAISAL ASSOCIATES
APPRAISER REFERENCES

Residential References

Mr. Gregory Smolen, Esq.
Mrs. Debbie Zane, V. P.
The Trust Company of Virginia
1320 Old Chain Bridge Road, Ste. 205
McLean, VA 22101
Email: GSmolen@tcva.com
Email: dzane@tcva.com
Phone# (703) 462-2530
(Residential Appraisals)

Midlantic Financial Services
219 Adam Smith Street, Suite D
Eldersburg, MD 21784
Attn: Mrs. Cindy Pehl, Risk Specialist
Mrs. Peggy Rogers, AMC Administrator
Email: progers@midlanticfs.com
Phone# (410) 549-0162
(* Residential & Commercial Appraisals)

Mr. John Altmiller
Attorney at Law
Pessner, Kawamoto Law Group, PC
7926 Jones Branch Drive, Ste. 930
McLean, VA 22102
Phone# (703) 506-9440

Commercial References

Freedom Bank of Virginia
10555 Main St.
Fairfax, VA 22030
Attn: Mike Underwood, Senior V. P. & Relationship Manager
Email: munderwood@freedombankva.com
Phone# (703) 667-4154
Fax# (703) 667-4197

Chain Bridge Bank, NA
Mr. David M. Evinger, Exec. VP (DEvinger@chainbridgebank.com)
Ms. Stephanie Farahmand, Asst. VP (SFarahmand@chainbridgebank.com)
1445-A Laughlin Avenue
McLean, VA 22101
Phone# (703) 748-2005

Commercial References (Cont.)

WashingtonFirst Bank
1146 19th Street, NW
Washington, DC 20036
Attn: Mr. Peter Dittmar, Credit Analyst
Email: pdittmar@wfbi.com
Phone# (202) 452-2178

National Association of Federally Insured Credit Unions
Mr. Larry Palmer, Senior Assoc. Director for Administration
3138 N. 10th Street
Arlington, VA 22201
Phone# (703) 842-2236
Email: LPalmer@nafcu.com
(Commercial)

John Marshall Bank
Mrs. Sonia Johnston, Regional President
Email: sjohnston@johnmarshallbank.com
2300 Wilson Blvd., Ste. 120
Arlington, VA 22201
Phone# (703) 528-1770
Fax# (703) 528-1772
(*Residential and Commercial)

Litigation & Condemnation References

Friedlander, Friedlander & Earman, P.C.
1364 Beverly Road, Suite 201
McLean, VA 22101
Attn: Jerome P. Friedlander, II, Esq.
Phone# (703) 893-9600

Mr. Joe Kuhna, Land Acquisition Manager
Loudoun County Dept. Of Transportation
& Capital Infrastructure
101 Blue Seal Drive, SE
Suite 102
Leesburg, VA 20175-7500
Phone# (703) 737-8908

Mr. Martin Conway, Esq.
The Martin Conway Law Firm, PC
12934 Harbor Drive, Ste. 107
Woodbridge, VA 22192
Email: pconway@conwaylegal.com

CERTIFIED GENERAL REAL ESTATE APPRAISER

QUALIFICATIONS OF BYRON H. HOWE, SRA

HOWE APPRAISAL ASSOCIATES

4326-J Evergreen Lane, Annandale, Virginia 22003

EXPERIENCE SINCE 1976

Presently, Byron H. Howe, SRA is the principal of Howe Appraisal Associates located in Annandale, Virginia. His association with the organization has included experience in the sale, management, developing & building and appraising of real property.

Appraisal assignments executed by him cover the valuation of all types of properties. Appraisals have been performed for various government departments in Arlington & Fairfax Counties, commercial banks, saving and loan associations, individuals, estates, corporations, the Department of Housing & Urban Development, the Virginia Department of Transportation, US Army Corps of Engineers and the Federal Aviation Administration.

Appraisal experience includes the completion of appraisals on single family homes, condominiums, commercial buildings & industrial projects ranging in size from 1,500 sq. ft. retail stores to 100,000+ sq. ft. buildings, with values from \$150,000 to \$18 million. Land appraisals include residential and commercial tracts with values to \$22 million.

Appraiser Panel memberships include; the Federal Housing Administration Fee Appraisal Panel from 1983 until initiation of Lender Select system, VA Department of Transportation Fee Panel and the Real Estate Curriculum Advisory Committee, No. VA. Community College, 3 years

Qualified as an expert witness and testified in courts in Arlington, Prince William, Loudoun & Fairfax County, VA and Federal Bankruptcy Court, Alexandria, VA.

Currently licensed real estate broker by the Virginia State Real Estate Commission. Actively engaged in the sale and leasing of residential and commercial properties in Northern Virginia as principle broker/owner of Howe Real Estate Group, LLC.

Certified General Real Estate Appraiser in Virginia since enactment of licensing.

Currently certified until 2020 under the Continuing Education Requirements of the Appraisal Institute.

EXPERIENCE PRIOR TO 1976

From 1975 to 1976 served as jobs superintendent for Glaze International of Washington D.C. in Arlington, Virginia. Activities centered on supervision of contracts for refinishing company on individual homes and hotels including Burlington Hotel, Washington, D.C. and Holiday Inn.

EDUCATION

Master of Science, Real Estate. The American University - 1987

Bachelor of Science, Business Administration. The American University - 1979.

Completed courses of study in Real Estate Principles, Finance, Urban Development, Housing Economics, Market Analysis, Real Estate Law, Real Estate Investment and Construction.

APPRAISAL TRAINING AND SEMINARS (Partial Listing)

Appraisal 1-A, American Institute of Real Estate Appraisers (Real Estate Appraisal Principles)
Appraisal 1-B, American Institute of Real Estate Appraisers (Capitalization Theory and Techniques)
Appraisal Course II, American Inst. of Real Estate Appraisers (Urban Properties)
Litigation Valuation, American Inst. of Real Estate Appraisers (Condemnation Appraising)
Course 102, Society of Real Estate Appraisers (Residential Valuation)
Tax Considerations in Appraising, Society of R. E. Appraisers (Seminar)
Marshall & Swift Valuation Service Cost Seminar (Residential & Commercial)
Narrative Demonstration Appraisal Workshop, S.R.E.A., University of Georgia
Discounted Cash Flow Seminar, Appraisal Institute- 1993
Appraising Troubled Properties & The Appraiser As Expert Witness, Appraisal Institute-1993
FIRREA: Overview and Practical Applications, Appraisal Institute- 1993
Appraisal Standards and Ethics, (USPAP), NAR (1991), S.R.E.A. (1988), A.I (1994, 1999)
Virginia Appraisal Law, Recertification Courses - (Multiple Years)
Real Estate Appraisal- Brokerage Course, City of Alexandria- Instructor-1993
Understanding Limited Appraisals & Reporting Options, Residential & General- 1994
Standards of Professional Practice, Part A & B, Appraisal Institute
Highest & Best Use and Market Analysis, Appraisal Institute- 1997
FHA Seminar- Manual 4150.02 & New VC Sheet Requirements, Appraisal Institute/MBA- 1999
AVM Models Seminar, Appraisal Institute- 1999, Fair Lending for Appraisers- 1999
Commercial Lease Analysis, Appraisal Institute- 2002
Course 720- Condemnation Appraising- Advanced Concepts- Appraisal Institute- 2003
Commercial Real Estate Courses 101-104, CCIM Institute - Various Dates
Financial Analysis for Real Estate Development- CCIM
Tax Considerations- Appraisal, Instructor- Lorman Seminars, Alexandria- 2012
AVM's, Advanced Concepts in Appraising, Excel Analysis- Appraisal Institute - Multiple Dates
Appraising Green Buildings, A.I. - Intro to Green Bldgs (2014), Commercial Case Studies (2015)
Case Studies in Appraising Green Residential Buildings, A. I. (2017)
Various seminars and courses for continuing educational credits for Appraisal Institute and VA State.

MEMBERSHIPS

The Appraisal Institute, SRA designation.
Realtor, Pioneer Club- Northern Virginia Association of Realtors
Army Navy Country Club- Arlington, VA
FIABCI - International Real Estate Federation -Delegate to International Congress (Multiple Years)
USA Hockey Coach - CEP# 357801

DIRECTORSHIPS

Society of Real Estate Appraisers, Chapter 29, Washington Metro.(Prior to Merger)
Appraisal Institute, Board of Directors, Washington D.C. Metro Chapter (1991-1994)
Regional Committee Member, Region VI, Appraisal Institute (1991-1994, 1995, 2009, 2010)
Annandale Square Building Owners Association, Board of Directors (Secretary: 1996-Present)

PRIVACY NOTICE

HOWE APPRAISAL ASSOCIATES

4326-J Evergreen Lane

Annandale, VA 22003

(703) 642-0892

Pursuant to the Gramm-Leach-Bliley Act of 1999, effective July 1, 2001, Appraisers, along with all providers of personal financial services are now required by federal law to inform their clients of the policies of the firm with regard to the privacy of client nonpublic personal information. As professionals, we understand that your privacy is very important to you and are pleased to provide you with this information.

Types of Nonpublic Personal Information We Collect:

In the course of performing appraisals, we may collect what is known as “nonpublic personal information” about you. This information is used to facilitate the services that we provide to you and may include information provided to us by you directly or received by us from others with your authorization.

Parties to Whom We Disclose Information:

We do not disclose any nonpublic personal information obtained in the course of our engagement with our clients to non-affiliated third parties except as necessary or as required by law. By way of example, a necessary disclosure would be to our employees, and in certain situations, to unrelated third party consultants who need to know that information to assist us in providing appraisal services to you. All of our employees and any third party consultants we employ are informed that any information they see as part of an appraisal assignment is to be maintained in strict confidence within the firm.

A disclosure required by law would be a disclosure by us that is ordered by a court of competent jurisdiction with regard to the legal action to which you are a party.

Confidentiality and Security:

We will retain records relating to professional services that we have provided to you for a reasonable time so that we are better able to assist you with your needs. The applicable license laws also require a statutory period for record keeping. In order to protect your nonpublic personal information from unauthorized access by third parties, we maintain physical, electronic and procedural safeguards that comply with our professional standards to insure the security and integrity of your information.

Please feel free to call us if you have any questions about the confidentiality of the information that you provide to us.

COMMONWEALTH of VIRGINIA

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

EXPIRES ON
11-30-2019

NUMBER
4001000292

REAL ESTATE APPRAISER BOARD
CERTIFIED GENERAL REAL ESTATE APPRAISER

BYRON H HOWE
8703 VENTURE LANE
ANNANDALE, VA 22003



John W. DeBor
John W. DeBor, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

Subject: SWaM Status Notification #702698
From: donotreply@dmbe.virginia.gov
Date: 9/25/2012 3:58 PM
To: byron@howeappraisal.com, larry.wright@dmbe.virginia.gov, certification.notice@dmbe.virginia.gov

Company Name: Byron H. Howe, SRA
SWaM Certification Number: 702698
Certification Approved Date: 09-25-2012
Certification Expiration Date: 09-25-2015

Dear Byron H. Howe:

We are pleased to inform you that your application for Small certification has been approved.

- Your certification is valid for a term of three years from the date of your approval; re-certification is required at the end of that term.
- You will see your company listed as a certified SWaM vendor on our website at <http://www.dmb.virginia.gov/cgi-bin/search.cgi>.
- It is very important to keep your contact information--especially your email address--up to date. Submit your changes electronically to dmb@dmbe.virginia.gov or call 804.786.6585.
- If you have any comments or concerns regarding our services, please fill out this form and send it to us: http://www.dmb.virginia.gov/documents/Customer_Service_Comments_Form.doc

To do business with the Commonwealth of Virginia, you need to register your company with the eVA system, the **state's online procurement system** at <http://www.eVA.Virginia.Gov/vendors/index.htm>. All state solicitations are conducted on this site.

To check **Procurement and Business Opportunities** with state agencies, local governments, and others, please visit: <http://www.dmb.virginia.gov/bid.html>.

If you need assistance to operate your business, please visit this site: http://www.virginia.gov/cmsportal3/business_4096/running_a_business_4100/index.html

Sincerely,

Virginia Department of Minority Business Certification Team
1111 E. Main Street, Suite 300
Richmond, VA 23219
804-786-6585
Fax: 804-786-9736