

**MODIFICATION #1
TO
CONTRACT NUMBER DGS-180713-KNI
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
KNIGHT, DORIN, & ROUNTREY**

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 Knight, Dorin, Rountrey, hereinafter referred to as Knight, Dorin, Rountrey, or "Contractor" relating to Contract #DGS-180713-KNI 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.

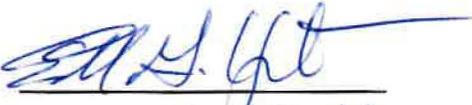
Reference: Contract #DGS-180713-KNI "Special Terms and Conditions B" entitled "Renewal Of Contract". Both above referenced parties hereby agree to modify the contract to extend it for one (1) years from July 13, 2019 through July 12, 2020.

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.

KNIGHT, DORIN & ROUNTREY

COMMONWEALTH OF VIRGINIA

BY: 
NAME: Edward G Knight
TITLE: President
DATE: 7/8/2019

BY: 
NAME: Niniekwe M. Harris, VCA
TITLE: Contract Officer, OCP
DATE: 7/8/19



COMMONWEALTH of VIRGINIA

SOLICITATION ~ OFFER ~ AWARD

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

NIGP Commodity Codes:

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

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

SOLICITATION

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

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

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

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

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

Tiffany C. Walker /s/
Signature

OFFER

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

8. Company Name: <u>Knight Dorin & Rountrey</u>	Contractor's TIN: <u>54-1353610</u>
Address: <u>9097 Alee Station Road Suite 103</u>	eVA Vendor ID or DUNS No.: <u>17-692-1443</u>
City/State/ZIP: <u>Mechanicsville, VA 23116</u>	State Corporation Commission No: <u>0281584-3</u>
Signature: <u>[Signature]</u>	DSBSD Certification No.: <u>650133</u>
Printed Name: <u>Edward G. Knight</u>	Telephone No.: <u>804-427-6001</u>
Title: <u>President</u>	Cell No.: <u>804-337-9728</u>
Date: <u>June 4, 2018</u>	Email: <u>Eknight@kdrre.com</u>

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

AWARD

10. ACCEPTED AS TO BID ITEM / CATEGORY NUMBERS: <u>Regions 4, 5, 6, 7</u>	11. AMOUNT: <u>695,000</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.	<u>EGK</u> Initial
2. Authorized Representative – Complete the required information in Special Term and Condition E (Page 17), entitled “Authorized Representatives”	<u>EGK</u> 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	<u>EGK</u> Initial
4. State Corporation Commission – Attachment A. Complete required information. Original signature Required	<u>EGK</u> Initial
5. Vendor Data Sheet – Attachment B. Complete required information. Original signature Required	<u>EGK</u> 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	<u>EGK</u> 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 <input type="checkbox"/> Certified Residential Real Estate Appraiser license issued by the Real Estate Appraiser Board of the Commonwealth of Virginia <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	<u>EGK</u> Initial _____ Initial _____ 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

Edward G. Knight
Michael A. Knight
William H. Hopkins, Jr.
Tel.: 804-427-6001
Fax: 804-427-6004
Email: EKnight@kdrre.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>Area</p> <p>#1 – Bristol</p> <p>Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe</p> <p>Cities: Bristol, Norton</p> <p>Towns: Abingdon, Appalachia, Big Stone Gap, Blusfield, 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</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>#2 – Salem</p> <p>Counties: Bedford, Botetourt, Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski and Roanoke</p> <p>Cities: Galax, Martinsville, Radford, Roanoke and Salem</p> <p>Towns: Bedford, Blacksburg, Boones Mill, Buchanan, Christiansburg, Dublin, Fincastle, Floyd, Glen Lyn, Hillisville, 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</p> <p><input type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$ _____/Hour	\$ _____/Hour	\$ _____/Hour
<p>#3 – Lynchburg</p> <p>Counties: Amherst, Appomattox, Buckingham, Campbell, Charlotte, Cumberland, Halifax, Nelson, Pittsylvania and Prince Edward</p> <p>Cities: Danville, Lynchburg</p> <p>Towns: Altavista, Amherst, Appomattox, Brookneal, Charlotte Court House, Chatham, Dillwyn, Drakes Branch, Farmville, Gretna, Halifax, Hurt, Keyesville, Pamplin City, Phenix, Scottsburg, South Boston and Virgilia</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

Area(s) where Bidder will provide Appraisal Services. (Mark your selection with an "X" and, if so choosing, identify any excluded locations from the Area by striking through the location listed to the left)	Service		
	Appraisal Report	Appraisal Report Review	Appraisal Consultation
<p>#4 – Richmond</p> <p>Counties: Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, Lanenburg, Mecklenburg, New Kent, Nettaway, Powhatan and Prince George</p> <p>Cities: Colonial Heights, Hopewell, Petersburg and Richmond</p> <p>Towns: Alberta, Ashland, Blackstone, Boynton, Broadmax, Barkeville, Chase City, Clarkeville, Crewe, Kenbridge, La Crosse, Lawrenceville, McKenney, South Hill and Victoria</p> <p><input type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input checked="" type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$150 /Hour	\$150 /Hour	\$150 /Hour
<p>#5 – Norfolk</p> <p>Counties: Aceomack Iste of Wight, James City, Northampton, Southampton, Surry, Sussex, York and Greeneville.</p> <p>Cities: Chesapeake, Emporia, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg</p> <p>Towns: Accomac, Belle Haven, Bloxom, Boykins, Branchville, Cape Charles, Capron, Cheriton, Chincoteague, Claremont, Courtland, Denderon, Eatville, Exmore, Hallwood, Ivor, Jerratt, Keller, Melfa, Nassawadox, Newswoms, Onancock, Orley, Painter, Parkstey, Sexis, Smithfield, Stony Creek, Surry, Tangier, Wachapreague, Wakefield, Waverly and Windsor</p> <p><input type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input checked="" type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$150 /Hour	\$150 /Hour	\$150 /Hour
<p>#6 – Fredericksburg</p> <p>Counties: Caroline, Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland</p> <p>Cities: Fredericksburg</p> <p>Towns: Bowling Green, Colonial Beach, Irvington, Kilmarnock, Montross, Port Royal, Tappahannock, Urbanna, Warsaw, West Point and White Stone</p> <p><input checked="" type="checkbox"/> Include All of the Area <input type="checkbox"/> Exclude All of the Area</p> <p><input checked="" type="checkbox"/> Include the Area, But Exclude Localities stricken through as reflected above.</p>	\$150 /Hour	\$150 /Hour	\$150 /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>Counties: Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Orange and Stafford</p> <p>Cities: Charlottesville</p> <p>Towns: Culpeper, Gordonsville, Louisa, Madison, Mineral, Orange, Remington, Scottsville, Stafford, Warrenton and Washington</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>150</u> /Hour	\$ <u>150</u> /Hour	\$ <u>150</u> /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, Grotoes, 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 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

**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: 0281584-3

-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: Edward G. Knight
(Print)

Title: President

Name of Firm: Knight, Dorin & Rountrey, Inc.

Date: 6/4/2018

* 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: Edward G. Knight Phone: 804-427-6001

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

32 Years 2 Months

3. Vendor Information:

FIN or FEI Number (If Company, Corporation, or Partnership): 54-1353610

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: Henrico County Contact: Steve Price
Address: 4300 E. Parham Road, Henrico, VA 23228
Phone: (804) 501-4552 Email: pri@henrico.us
Project: Staples Mill Road + other multiple Appraisals
Dates of Service: 5/17/18 - over 20 years \$ Value: \$3,000 + varies

b. Company: Union Bank & Trust Contact: Robert O. Rochester
Address: 3900 Westerre Parkway, Suite 203, Richmond, VA 23233
Phone: (804) 523-7807 Email: robert.rochester@bankatunion.com
Project: Care Advantage + other multiple Appraisals
Dates of Service: 4/10/2018 - over 10 years \$ Value: \$7,500 + varies

c. Company: KDR Real Estate Services Contact: Allen G. Dorin
Address: 2500 Grenoble Road, Richmond, VA 23294
Phone: (804) 672-1368 Email: ADorin@KDRrealestate.com
Project: Mechanicsville + other multiple Appraisals
Dates of Service: 2/21/2018 + over 15 years \$ Value: 80,000 + varies

I certify the accuracy of this information.

Signed: [Signature] Title: President

**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: Knight, Dorin & Rountrey, Inc.
Preparer Name: Edward G. Knight
Date: 6/4/2018

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: 650133 Certification Date: 8-11-2016

Expiration: 8-11-2019

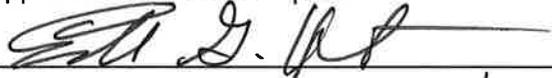
Section B – Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

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 \$	

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: Edward G. Knight

License Number: 4001000564

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.

**QUALIFICATIONS OF
EDWARD G. KNIGHT, MAI, SRA**

**KNIGHT, DORIN & ROUNTREY
REAL ESTATE ANALYSTS
9097 ATLEE STATION ROAD, SUITE 103
MECHANICSVILLE, VIRGINIA 23116**

EXPERIENCE April 1, 1986 to present – President and owner of Knight, Dorin & Rountrey, a real estate appraisal and consulting company.

February 1, 1979 to March 31, 1986 - Employed as a staff appraiser for Barton & Company. Primary assignments were the evaluation of residential, commercial, industrial and special purpose properties.

June 1976 to January 1, 1979 – Employed as a staff appraiser for Colonial Appraisal Company, Norfolk, Virginia. Primary assignments were the evaluation of residential properties.

ACADEMIC TRAINING Virginia Commonwealth University Bachelor of Science Degree 1976
Business Administration and Management with concentration in Real Estate and Urban Land Development

PROFESSIONAL TRAINING Challenged and passed Exam IA American Institute of Real Estate Appraisers (AIREA), Basic Appraisal Principles, Methods, Techniques 1975

Challenged and passed Exam 201 Society of Real Estate Appraisers (SREA), Capitalization Theory and Techniques 1975

Real Estate Appraisal Course VIII (AIREA), Single Family Residential Appraisal 1977

Course 2 3 (AIREA), Standards of Professional Practice 1982

Challenged and passed Exam 2-1 (AIREA), Case Studies in Real Estate Evaluation 1983

Challenged and passed Exam 2-2 (AIREA), Valuation Analysis and Report Writing 1984

Passed AIREA Comprehensive Exam 1986

**CONTINUING
EDUCATION**

Last Ten Years

Conservation Easement Appraisals: Getting it Right	2008
Local Cost Seminar	2008
Appraising Troubled Properties – Here we go again.	2009
Condemnation Appraising: Principles and Applications	2009
The Appraiser as an Expert Witness: Preparation and Testimony	2010
Appraisal Curriculum Overview	2011
USPAP Update	2011
Regression Analysis Using Excel	2013
USPAP Update	2013
Supervisor-Trainee Course Virginia	2015
VDOT Appraisal Workshop	2015
Subdivision Valuation	2015
USPAP Update	2015
Business Practices and Ethics	2016
Appraising Convenience Stores	2017
USPAP Update	2017

GENERAL DESCRIPTION OF PROPERTIES APPRAISED

Apartment Buildings (generally over 100 units)
Automobile Dealerships
Bulk Distribution Buildings
Commercial Vacant Land
Flex or Multi-Tenant Office/Warehouse Buildings
Free-Standing Retail or Service Buildings
General Office Buildings (single and multi-tenant)
Industrial Vacant Land
Medical Office Buildings (single and multi-tenant)
Mixed Use Projects (commercial, residential and recreational land)
Parking Decks
Residential Vacant Land
Shopping Centers (neighborhood and community facilities)
Single Occupant Light Industrial Buildings
Special Purpose Properties

**PROFESSIONAL
MEMBERSHIP &
ACTIVITIES**

Appraisal Institute – Member (MAI® Designation) and Senior Residential Appraiser (SRA® Designation)

Past President Virginia Commonwealth Chapter of the Appraisal Institute

Past President Chapter 102 Society of Real Estate Appraisers

Past Adjunct Professor at Virginia Commonwealth University

Member of the Virginia Commonwealth University Real Estate Circle of Excellence – Past President

Member of the Richmond Real Estate Group

**STATE
CERTIFICATION**

Certified General Real Estate Appraiser licensed by the Commonwealth of Virginia No. 4001-000564 expiring December 31, 2019

PARTIAL LISTING OF CORPORATE AND GOVERNMENTAL CLIENTELE

AEGON USA Realty Advisors	John Hancock Insurance Co.
Bank of America	Nationwide Insurance Co.
BB&T	New York Life Insurance Company
Bear Island Paper Co.	PMRealty Advisors
Bon Secours Hospital of Richmond	PNC Financial Corporation
Citi-Group	Principal Financial Group
City of Richmond, Virginia	Village Bank
County of Chesterfield, Virginia	SunTrust Bank
County of Henrico, Virginia	Towne Bank
SonaBank	CSX Realty
First Community Bank	Wells Fargo Bank
Union Bank & Trust	Essex Bank
Access Bank	KDR Real Estate
Henrico Doctors' Hospital	United Bank
Bank of McKenney	First Citizens Bank
Xenith Bank	M&T Bank
Fulton Bank	Virginia Commonwealth University
University of Richmond	Luck Companies
J P Morgan Chase	First Horizon Bank
Virginia Commerce Bank	Virginia Department of Real Estate Services
Dominion Energy	National Park Service
Various Individuals, Developers, Attorneys and Real Estate Agents	Virginia Department of Highways and Transportation

Qualified as an Expert Witness in:

Circuit Courts of Amelia County, City of Richmond, Henrico County, Goochland County and Chesterfield County
U.S. Bankruptcy Court

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
12-31-2019

NUMBER
4001000564

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



EDWARD G KNIGHT
1977 CROSS ROAD
HAYES, VA 23072



Jay W. DeBoer
Jay W. DeBoer, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

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: William A. Hopkins, Jr.

Name in which appraiser holds Virginia license: William A. Hopkins, Jr.

License Number: 4001 000265

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.

QUALIFICATIONS

WILLIAM AARON HOPKINS, JR., MAI, SRA, ASA-RP CERTIFIED GENERAL REAL ESTATE APPRAISER BY THE COMMONWEALTH OF VIRGINIA

BORN: Danville, Virginia
November 21, 1958

EDUCATION:

<u>YEAR</u>	<u>LOCATION</u>	<u>DEGREE</u>
1975-1977	George Washington High School	Diploma
1977-1981	Virginia Polytechnic Institute and State University Blacksburg, Virginia	Bachelor of Science (Finance)

SPECIALIZED EDUCATION:

**COURSES SPONSORED BY AMERICAN INSTITUTE OF REAL ESTATE
APPRAISERS:**

Attended and passed examinations:

Attended and passed required examination "Real Estate Appraisal Principles", 1982.

Attended and passed required examination "Basic Valuation Procedures", 1983.

Attended and passed American Institute of Real Estate Appraisers required examination "Standards of Professional Practice", 1983.

Attended and passed required examination "Residential Valuation", 1984.

Prepared, wrote and passed Residential Narrative Demonstration Appraisal Report, for the American Institute of Real Estate Appraisers, which tests the applicant's knowledge and understanding of the appraisal process with special attention to the application of the basic principles of valuation as they pertain to residential properties, 1985.

Attended and passed required examination "Capitalization Theory and Techniques", Part A, 1985.

~~Attended and passed required examination "Capitalization Theory and Techniques", Part B, 1986.~~

Attended and passed required examination "Case Studies in Real Estate Valuation", 1987.

Attended and passed required examination "Valuation Analysis and Report Writing", 1987.

Prepared, wrote and passed Income Narrative Demonstration Appraisal Report, for the American Institute of Real Estate Appraisers, which tests the applicant's knowledge and understanding of the appraisal process with special attention paid to the application of the basic principles of valuation as they pertain to income producing properties, 1988.

Passed the Comprehensive Examination, Philadelphia, Pennsylvania, August, 1989.

Attended and passed the Standard of Professional Practice, Parts A & B, 1993.

Attended and passed the Uniform Standards of Professional Appraisal Practice, Part C, 1998.

Attended Course 800, "Separating Real & Personal Property From Intangible Business Assets", 2002.

"National USPAP Update", 2003, 2005, 2006, 2009, 2010, 2013, 2015, 2017

Attended Course 420, "Business Practices and Ethics", 2003 (Passed Exam).

"Business Practices and Ethics", 2008, 2013, 2018.

WILLIAM AARON HOPKINS, JR., MAI, SRA, ASA-RP
(Continued)

SEMINARS SPONSORED BY THE APPRAISAL INSTITUTE:

"Hotel/Motel Valuation Seminar" one-day seminar taught by Mr. Stephen Rushmore, 1988.
"Feasibility Analysis and Highest and Best Use - Commercial Properties" one-day seminar, 1988.
"Interpreting Engineering Drawings", one-day seminar, 1990.
"Rate, Ratios and Reasonableness", one-day seminar, 1990.
"Rate Extraction", one-day seminar, 1990.
"Preparing the Small Residential Income Property Report", one-day seminar, 1990.
"The Appraiser as Expert Witness", one-day seminar, 1994.
"Understanding Limited Appraisals - General", one-day seminar, 1994.
"Business Valuation, Parts I & II", two-day seminar, 1995.
"Appraisal of Retail Properties", one-day seminar, 1996.
"Virginia Real Estate Appraisal Education Fair", 1997.
"Internet and the Appraiser", one-day seminar, 1997.
"Appraisal of Nursing Facilities", one-day seminar, 1997.
"Lease Abstraction and Analysis", one-day seminar, 1998.
"Appraisal of Nonconforming Uses", one-day seminar, 1999.
"Partial Interest Valuation - Divided", one-day seminar, 1999.
"Litigation Skills for the Appraiser", one-day seminar, 2000.
"Partial Interest Valuation - Undivided", one-day seminar, 2000.
"Section 8/HUD: Rent Comparability Studies", four-hour seminar, 2001.
"Neo-Traditional Development: Definition, Function and Value", three-hour seminar, 2001.
"Eminent Domain & Condemnation", 7-hour Seminar, 2001.
"Analyzing Lease Clauses", one-day seminar, 2002.
"Appraisal of High-Value & Historic Homes", 7-hour seminar, 2002.
"Online Small Hotel/Motel Valuation", 7-hour seminar, 2002.
"Evaluating Commercial Construction", 14-hour seminar, 2003.
"Partial Tenancy & Common Interest Valuation", 14-hour seminar, 2004.
"Site to Do Business", 2-hour seminar, 2005.
"Appraisal Scope of Work: Burden or Blessing?", 2-hour seminar, 2006.
"Scope of Work", 3-Hour seminar, 2006.
"Appraising Convenience Stores", 7-hour seminar, 2006, 2015.
"Annual Real Estate Trends Conference" – Sponsored by VCU, 4-hour seminar, 2007-2015.
"Forecasting Revenue", 7-hour Seminar, 2008.
"Case Studies in Commercial Highest and Best Use", 7-hour seminar, 2008.
"Conservation Easement Appraisals: Getting It Right", 4-hour seminar, 2008.
"Appraising Distressed Properties", 7-hour Seminar, 2009.
"The Appraiser as an Expert Witness: Preparation & Testimony", 15-hour seminar, 2010.
"Appraisal Curriculum Overview (2-Day General)", 15-hour seminar, 2011.
"Fundamentals of Separating Real Property, Personal Property", 14-hour seminar (Passed Exam) 2012.
"Litigation Appraising: Specialized Topics and Applications", 15-hour seminar, 2013.
"Yellow Book Changes – Overview for Appraisers", 2-hour seminar, 2017
"Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications", 14-hour seminar, 2017

SEMINARS SPONSORED BY AMERICAN SOCIETY OF FARM MANAGERS AND RURAL APPRAISERS:

"Timber Property Evaluation", 7-hour seminar, 2015.
"Appraisals Through the Eyes of the Reviewer", 7-hour seminar, 2015.
"Sales Comparison Approach for General Appraisers, 27-hour class, 2017.

WILLIAM AARON HOPKINS, JR., MAI, SRA, ASA-RP
(Continued)

COURSES/SEMINARS SPONSORED BY THE AMERICAN SOCIETY OF APPRAISERS:

“RP401-000 – Allocating Components in Going Concern Appraisals”, 27-hour course, 2016.

DESIGNATIONS AND MEMBERSHIPS:

Real Property Member, American Society of Appraisers – ASA-RP Designation awarded April 2016.
Certified General Real Estate Appraiser - Commonwealth of Virginia, October 31, 1991 - #000265
Member, Appraisal Institute. MAI #8289, awarded November 14, 1989.
Residential Member, Appraisal Institute. RM #1959 awarded August 26, 1985.
Board of Directors of the Appraisal Institute - 1991 (one-year term), Blue Ridge Chapter.
Treasurer of the Appraisal Institute, Blue Ridge Chapter - 1992.
Secretary of the Appraisal Institute, Blue Ridge Chapter - 1993.
Vice Pres. of the Appraisal Institute, Blue Ridge Chapter - 1994.
President of the Appraisal Institute, Blue Ridge Chapter - 1995.
Board of Directors of the Appraisal Institute, Virginia Commonwealth Chapter- 2001 (3-year term).

EXPERIENCE AND CURRENT STATUS:

1984 to 1986:	W. A. Hopkins & Company.
1986 to 1987:	Realty Advisory Group.
1987 to 1988:	Durrer Appraisal & Consulting Services
1988 to 1990:	Milton Appraisal Company.
1990 to August 1993:	Miller, Long & Associates, Inc.
September 1993 to April 2004:	Self-Employed
May 2004 to Present:	Knight, Dorin & Rountrey, Inc.

QUALIFIED AS EXPERT WITNESS IN THE FOLLOWING:

United States Bankruptcy Court – Eastern District	Mecklenburg County Circuit Court
Roanoke City Circuit Court	Roanoke County Circuit Court
Pittsylvania County Circuit Court	Brunswick County Circuit Court
Amherst County Circuit Court	

CLIENTS SERVED:

Union Bank & Trust	Canon Virginia, Inc.
TowneBank	City of Radford, VA
National Park Service - OVS	City of Roanoke, VA
SunTrust Bank	Pittsylvania County, VA. Economic Development
City of Richmond, VA	Bank of Virginia
Virginia Commonwealth University	First Horizon National Corporation
Bon Secours Richmond Health System	CSX Transportation
Virginia Department of Transportation	HHHunt
Civil War Preservation Trust	

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
10-31-2019

NUMBER
4001000265

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



WILLIAM A HOPKINS JR
9097 ATLEE STATION ROAD #103
MECHANICSVILLE, VA 23116



Jay W. DeBoer
Jay W. DeBoer, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

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: Michael Knight
Name in which appraiser holds Virginia license: Michael Andrew Knight
License Number: 4801017293

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.

**QUALIFICATIONS OF
MICHAEL A. KNIGHT**

**KNIGHT, DORIN & ROUNTREY
REAL ESTATE ANALYSTS
9097 ATLEE STATION ROAD, SUITE 103
MECHANICSVILLE, VIRGINIA 23116**

EXPERIENCE

KNIGHT DORIN & ROUNTREY
Richmond, VA

- Commercial Real Estate Appraiser - May 2004 – 2011
- Vice President – 2011 – present

Over 10 years of Real Estate Appraisal and consulting experience with a primary focus on Central Virginia and Fredericksburg area.

Assignments include a wide variety of properties including retail, general and medical office space, industrial, multi-family, adaptive reuse, mixed-use, land development and residential subdivision, and special purpose properties.

**ACADEMIC
TRAINING**

Virginia Commonwealth University Bachelor of Science Degree
Real Estate Major – 2013

**PROFESSIONAL
TRAINING**

Real Estate Related Coursework:

Appraisal Principles – Appraisal Institute – 2004
Appraisal Procedures – Appraisal Institute – 2004
Evaluating Commercial Construction – Appraisal Institute – 2005
USPAP – Appraisal Institute – 2005
Advanced Income Capitalization – Appraisal Institute – 2007
General Market Analysis and Highest & Best Use – Appraisal Institute - 2008
Business Practices and Ethics – Appraisal Institute – 2010
General Appraiser Sales Comparison Approach – Appraisal Institute – 2014
General Appraiser Site Valuation and Cost Approach – Appraisal Institute - 2014
General Appraiser Report Writing and Case Studies – Appraisal Institute – 2017

LICENSE

Licensed Certified General Appraiser, state of Virginia

ACTIVITIES

Appraisal Institute – Candidate for Designation

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

03-31-2018

NUMBER

4001017293

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



MICHAEL ANDREW KNIGHT
9097 ATLEE STATION ROAD
SUITE 103
MECHANICSVILLE, VA 23116



Jay W. DeBoer
Jay W. DeBoer, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)

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: _____

License Number: _____

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.

**QUALIFICATIONS OF
MICHAEL S. LARSON, MAI**

**KNIGHT, DORIN & ROUNTREY
REAL ESTATE ANALYSTS
9097 ATLEE STATION ROAD, SUITE 103
MECHANICSVILLE, VIRGINIA 23116**

EXPERIENCE	Knight, Dorin & Rountrey	July 1, 2016 - Present
	CBRE, Inc. – Valuation & Advisory Services	2012 – 2016
	Virginia Commonwealth University, Real Estate Services	2011 – 2012
	Knight, Dorin & Rountrey	2005 – 2012
	SunTrust Bank, Real Estate Collateral Evaluation Division	2004 – 2005
	City of Richmond, Office of the Assessor of Real Estate	2003 – 2004
	Knight, Dorin & Rountrey	2001 – 2003

Over 15 years of Real Estate Appraisal and consulting experience throughout the Commonwealth of Virginia with a primary focus on Central Virginia.

Assignments include a wide variety of properties including retail, general and medical office space, industrial, multi-family, adaptive reuse, mixed-use, land development and residential subdivision, and special purpose properties.

**ACADEMIC
TRAINING**

Radford University Bachelor of Business Administration in Finance
Virginia Commonwealth University Master of Science in Business in Real Estate Valuation
Successfully completed all the necessary courses to qualify for the MAI designation

**PROFESSIONAL
TRAINING**

Designated Member, Appraisal Institute (MAI), Current on Continuing Education

CERTIFICATIONS

Licensed Certified General Appraiser, Commonwealth of Virginia, Virginia Certification No. 4001 009089, Expires June 30, 2019

COMMONWEALTH of VIRGINIA

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

**EXPIRES ON
06-30-2019**

**NUMBER
4001009089**

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



**MICHAEL SEAN LARSON
3008 OAKLEY POINTE TERRACE
RICHMOND, VA 23233**



July W. DeBoer
July W. DeBoer Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)

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: Nicholas W Stafford

License Number: 4001017553

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.

**QUALIFICATIONS OF
NICHOLAS W. STAFFORD**

**KNIGHT, DORIN & ROUNTREY
REAL ESTATE ANALYSTS
9097 ATLEE STATION ROAD, SUITE 103
MECHANICSVILLE, VIRGINIA 23116**

EXPERIENCE

Knight, Dorin & Rountrey

- Part-time internship – January 1, 2014 – December 31, 2014
- Real Estate Appraiser Trainee – January 1, 2015 – October 1, 2017
- Commercial Real Estate Appraiser – October 1, 2017 – Present

Over 2 years of Real Estate Appraisal and consulting experience throughout the Commonwealth of Virginia with a primary focus on Central Virginia.

Assignments include a wide variety of properties including retail, general and medical office space, industrial, multi-family, adaptive reuse, mixed-use, land development and residential subdivision, and special purpose properties.

**ACADEMIC
TRAINING**

Virginia Commonwealth University Bachelor of Science Degree
Real Estate Major – 2014

**PROFESSIONAL
TRAINING**

Real Estate Related Coursework:

USPAP – Appraisal Institute – 2015
Business Practices and Ethics – Appraisal Institute – 2015
General Appraiser Sales Comparison Approach – Appraisal Institute – 2016
General Appraiser Site Valuation and Cost Approach – Appraisal Institute – 2017

LICENSE

Licensed Certified General Appraiser, Commonwealth of Virginia,
Virginia Certification No. 4001017553, Expires October 31, 2019

ACTIVITIES

APPRAISAL INSTITUTE – Practicing Affiliate

EXPIRES ON
10-31-2019

COMMONWEALTH of VIRGINIA

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

NUMBER
4001017553

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



NICHOLAS WOODY STAFFORD
9097 ATLEE STATION ROAD
SUITE 103
MECHANICSVILLE, VA 23116



Jay W. DeBoer
Jay W. DeBoer, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



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

May 11, 2018

ADDENDUM NO. 1 TO ALL BIDDERS

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

The below is hereby changed to read:

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

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

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

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



DEPARTMENT OF
GENERAL SERVICES

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

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

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

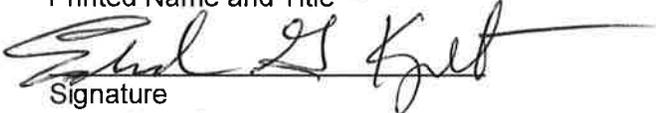
Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Respectfully,

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

Knight, Downing Rountrey, Inc.
Name of Firm

Edward G. Knight, President
Printed Name and Title


Signature

6/4/2018
Date