**SPECIAL PROVISIONS REAL ESTATE**

**FURNITURE FIXTURES & EQUIPMENT APPRAISAL**

**Wisconsin Department of Transportation**

**7/13/2020**

SCOPE OF SERVICES

1. Appraisal Activities:

CONSULTANT will complete assigned appraisal(s) and submit a draft for review to the Wisconsin Department of Transportation (DEPARTMENT) Relocation Specialist on or before dates set forth in this scope of services and Work Order. Any extension to time or deadlines must be expressly granted in writing by DEPARTMENT through formal amendment.

CONSULTANT shall label each report whether it is a Draft, Revision or Final. All versions of each report must be submitted to Relocation specialist; reports will be retained by WisDOT indefinitely.

CONSULTANT will provide the desired appraisal report(s) to assist DEPARTMENT in determining the replacement cost new, fair market value and forced liquidation value. Each appraisal shall include appropriate detail necessary to solve appraisal problem, up to and including definitions of terms used in the report, discussion of the methods of valuation, complete list of sources, complete list of all fixtures, photos of all fixtures, etc. Per the Uniform Standards of Professional Appraisal Practice (USPAP), personal property appraisers are required to demonstrate they have necessary expertise, qualifications and experience relative to such appraisals. Report(s) are to comply with the reporting requirements as defined under Standards Rules 8-2(a) and 8-3 of the USPAP. Further guidelines for developing the appraisal report can be found in the Wisconsin Department of Transportation (WisDOT) Real Estate Program Manual (REPM) Chapter 2 and 5.

CONSULTANT agrees to address/respond to all written requests for revisions or clarifications made by a DEPARTMENT Relocation agent and/or Relocation Statewide Program Facilitator and appraiser within ten (10) business days. Upon notice of acceptance of the report from the DEPARTMENT Relocation agent and/or Relocation Statewide Program Coordinator, CONSULTANT will forward one (1) electronic copy of the accepted final report to the regional office within five (5) business days.

CONSULTANT further agrees to prepare appraisal reports using font sizes typically no smaller than 10 points with charts scaled for optimal readability. CONSULTANT must perform quality control checks prior to submitting reports to DEPARTMENT, including checking for and correcting spelling, grammar and mathematical errors. CONSULTANT shall create a PDF with chart and pictures for submittal to DEPARTMENT.

The CONSULTANT appraiser who signs the appraisal must inspect the property being appraised. Specific tasks performed by each appraiser must be described in report. An appraisal report can be co-signed by an appraiser trainee if they helped prepare report. However, individuals must be identified as participating in the preparation of the appraisal and report. CONSULTANT is required to coordinate with DEPARTMENT staff for the appraisal inspection and should make every reasonable effort to meet with owner(s). CONSULTANT must contact the assigned relocation specialist to coordinate a walk-through meeting and coordinate with the appraiser conducting the appraisal inspection of the real property.

By executing and agreeing to this Work Order, CONSULTANT acknowledges and agrees that DEPARTMENT approval of an appraisal under this Work Order does not constitute the DEPARTMENT’s endorsement of any appraisal opinion or methodology produced in any context or in any other appraisal report or in any subsequent context or appraisal report. All appraisal reports or methodologies under contract with the state of Wisconsin are reviewed independently though an appraisal review process.

1. Appraisal format:

Report(s) are to comply with the reporting requirements as defined under Standards Rules 8-2(a) and 8-3 of the USPAP. More explanations can be found in the Wisconsin Department of Transportation (WisDOT) REPM Chapter 2 & 5.

1. Standards, conduct and rule:

Any CONSULTANT serving as a Furniture, Fixture and Equipment appraiser must recognize and uphold the standards prescribed in USPAP.

Standards, conduct and rule shall be, first, in accordance with USPAP. Second, all CONSULTANTS are required to have knowledge of, understand and uphold state and federal rules and laws involving standards and conduct, and the policies of WisDOT. CONSULTANTS are required to have knowledge of DEPARTMENT policy and procedural documents, manuals and guides, such as the Facilities Development Manual (FDM) and the REPM. Any other manual, guide or directive relating to standards, conduct and rule while serving as a CONSULTANT under the terms of this agreement shall also apply. Furthermore, CONSULTANT must adhere to standards, conduct and rules required according to formal licensing/certification standards explicit to the appraisal profession.

1. Retainer:

DEPARTMENT may not exercise a right to retain any portion of a CONSULTANT fee for matters involving only differences of professional opinion. Any other matters not remedied after proper notice is given or within the timeframes given as part of this agreement, unless specifically extended in writing, shall constitute a material breach of contract.

1. Coordination:

CONSULTANT must coordinate to attend the on-site inspection meeting with a real property appraiser, and relocation agent.

1. Processes, policy and procedures:

CONSULTANT must also adhere to the processes, policy and all procedures per the REPM or as otherwise directed. The REPM is on the [WisDOT](http://wisconsindot.gov/Pages/home.aspx) website, under [Doing business - Real estate/Right of way use – Hwy Projects and your property – Real Estate consultant/staff resources – REPM (Real Estate Program Manual)](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/default.aspx).

CONSULTANT must stay alert to developing and changed DEPARTMENT processes, policy and procedures as well as industry trends, professional standards, state and federal rule and laws, and must adopt changes and adhere as appropriate.

1. Staff:

All staff and/or sub-consultants who will be assigned to perform any part of the work on this project must be clearly identified and named on this agreement and on the FF&E appraisal. Only staff and/or sub- consultants named and approved for their credentials as described in the original agreement should be included.

1. Invoicing:

CONSULTANT must submit all invoices with appropriate supporting documentation electronically to the relocation agent and/or Statewide Relocation Program Coordinator. The relocation agent is responsible for uploading the report to READS. Once final report has been reviewed and approved, the relocation agent will request payment for completion of FF&E appraisal.

For the CONSULTANT For the DEPARTMENT

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_