

# Work Type Definition and Submittal Requirements

## 8.5 R/W Appraisals

### Work Type Definition

Page 1-2 details the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 3-4.

#### **I. Description**

##### A. Appraisal:

- a. The purpose of the Appraisal is to estimate the fair market value of real estate, both before and after the proposed acquisition. The function of the appraisal is to serve as a basis for a direct purchase offer and/or possible condemnation testimony.

##### B. Review:

- a. The Review appraiser is responsible to determine whether the appraisal is adequately supported.
- b. Whether the appraisal complies with recognized appraisal principles and practices.
- c. Whether the appraisal complies with governing standards.

#### **II. Standards and Specifications**

Standards and specifications required for a project under this work type may include the following:

A. *MnDOT Right of Way Manual.*

B. *Uniform Standards of Professional Appraisal Practice.*

#### **III. Provided By MnDOT**

MnDOT will furnish data or material in its possession relating to the project that may be of use to the Consultant in performing the work associated with Work Type 8.5 of which may include the following:

- A. Property Address
- B. Rights & Interests to be Appraised
- C. Legal Description
- D. Parcel Sketch
- E. Building Sketch
- F. Title documents
- G. Field Reports
- H. Areas
- I. Project data
- J. Appraisal forms
- K. Requirements as specified by the Office of Land Management, Project Manager

#### **IV. Provided by Consultant**

Deliverables to be supplied by the consultant for a project may include the following:

- A. Real Estate Appraisal as specified within MnDOT Right of Way Manual (5-491.200)
- B. Real Estate Appraisal Review as specified within MnDOT Right of Way Manual (5-491.203)
- C. Appraisal of Contaminated Properties
- D. Appraisal for Eminent Domain Proceedings/Expert Witness Testimony.

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- E. Appraisal Review
- F. Appraisal of Reconveyance Properties
- G. Self Contained Appraisal / Before and After Appraisal
- H. Summary Report / Uncomplicated Acquisition Appraisal
- I. Fixtures / Furniture & Equipment (FFE) Valuation
- J. Going Concern Evaluation
- K. Minimum Compensation Analysis

<b>Levels of Deliverables (Compare and Contrast)</b>	
<b>Certified Residential Real Property Appraiser Level 1</b>	<b>Certified General Real Property Appraiser Level 2</b>
<ul style="list-style-type: none"> <li>A. May perform uncomplicated acquisition appraisals and summary reports as defined the in the State’s R/W Manual.</li> <li>B. May appraise residential or agricultural property without regarding to transaction or complexity.</li> <li>C. A person licensed in this category <u>may</u> perform appraisals for Federally related transactions.</li> <li>D. May utilize a sub-consultant for any requested/required work not covered under this work type (e.g. Going Concern).</li> </ul>	<ul style="list-style-type: none"> <li>A. May perform uncomplicated acquisition appraisals and summary reports as defined in the State’s R/W Manual.</li> <li>B. May appraise all types of real property, including Federally related transactions.</li> <li>C. A person licensed in this category <u>may</u> perform appraisals for Federally related transactions.</li> <li>D. Qualified to perform Appraisal Reviews.</li> <li>E. May utilize a sub-consultant for any requested/required work not covered under this work type (e.g. Going Concern).</li> <li>F. Qualification of Level 2 includes qualification for Level 1.</li> </ul>

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**Work Type Submittal Requirements**

**A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.**

Key Personnel Requirements	
Minimum Number of Staff:	One qualified Real Estate Appraiser.
Professional Certification/Licensure:	All real estate appraisers must hold a valid Minnesota Real Property Appraiser's License in one of the following classifications: <ul style="list-style-type: none"> <li>• Certified Residential Real Property Appraiser (Level 1)</li> <li>• Certified General Real Property Appraiser (Level 2)</li> </ul>
Work Type Submittal Requirements*	
<b>I. Resume and Relevant Project Experience Form (Form PQ1)</b>  <i>Submit in Word format</i>	<p>A. Complete Parts 1, 1A, 2 and 3 of Form PQ1</p> <p><b><u>Part 1:</u></b> Fill out general information and names of personnel.</p> <p><b><u>Part 1A:</u></b></p> <ul style="list-style-type: none"> <li>-Complete individual education and experience of the firm's principals or key personnel which document qualifications and expertise for the identified level of work.</li> <li>-Experience must be documented by reference to five completed projects within the last five years for EACH level for which application is sought and for EACH appraiser submitted.</li> <li>- Description of each project must include type of project (e.g. Eminent Domain Proceedings) and description of activities performed relevant for the level for which pre-qualification is sought. Experience of the qualified professional staff must be <i>referenced</i> to completed appraisals in the activities/levels for which pre-qualification is desired. Eminent Domain Proceedings should be highlighted. (Include description of the relevant issues and resolutions, particularly with complicated appraisals that have severance issues such as access, visibility and construction interference.)</li> </ul> <p><b><u>Part 2:</u></b> Project Examples listed must correlate to those described below in "Project Example Requirements."</p> <p><b><u>Part 3:</u></b> N/A</p>
<b>II. Project Example Requirements</b>  <i>Submit in PDF format</i>	<p>A. Submit three (3) examples of completed appraisals in the last five (5) years for the Level being applied for <u>each</u> licensed appraiser.</p>

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<b>III. Proof of Professional Certification/Licensure</b>  <i>Provide in PDF format</i>	A. Provide a current copy of the applicable Professional Certification/Licensure.
<b>*Work Type Submittal Instructions:</b> Create a CD or flash drive that includes the following individual files or folders in this order:  I. Resume and Relevant Project Experience Form (Form PQ1) II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1) III. Proof of Professional Certification/Licensure  <b>Each file should be saved in the format identified above.</b> <b>Submit 5 copies of the CD or flash drive.</b>	