

NEBRASKA DEPARTMENT OF ROADS
APPRAISAL SERVICES SPECIFICATIONS

I. INTRODUCTION

The Nebraska Department of Roads will receive proposals for appraisal services for Project: _____, CN: _____, Location: _____. The work required for this project is described in this document and as noted in Appendix A, B and C.

We request that you submit your responses to this Request for Proposal in the manner and format listed in Appendix D, identifying each response by its respective tab numeral. All proposals submitted for consideration shall consist of the original and four copies.

We anticipate a starting date of _____ with a suggested completion date of _____.

All those providing proposals will record their fee required for each tract and the total fee for the project on Appendix C. In addition, also indicate the date you expect to start and complete the requested services. Further, Appendix C shall be signed and dated in the space provided.

II. LAWFUL PRESENCE OR CITIZENSHIP

You are required as a contractor to make assurances that you are either a citizen of the United States or a qualified alien under the federal Immigration and Nationality Act. This requirement also applies to your employees and your subcontractors contributing to this assignment. The purpose of this requirement is to comply with Neb. Rev. Stat §§ 4-108 through 4-114.

The procedure for authorizing NDOR benefits to individuals or a sole proprietorship is outlined in Appendix E. Appendix F, the United States Citizenship Attestation Form shall be completed and returned with your proposal.

III. MATERIALS AND INFORMATION TO BE FURNISHED BY THE STATE

A. Upon acceptance of an appraisal services contract, the Department of Roads will furnish the following materials and information as applicable:

1. Ownership information containing the following:
 - a. Legal description of property.
 - b. Date and type of instrument.
 - c. Consideration involved in the instrument.
 - d. Revenue stamps, if any.
 - e. Grantor and grantee's name.
2. Plat or plans or both showing limits of each separate tract to be valued outlined in color or legend, also showing sufficient topography to locate alignment. Stakes on the ground will be furnished when necessary.
3. Limits and areas of right of way or easements to be acquired.

4. Individual Parcel Identification Number.
5. Information regarding surveys will be furnished upon request.

IV. SCOPE OF WORK TO BE DONE BY APPRAISER

- A. The Appraiser will furnish the following to the department:
 1. Four copies of project reports.
 2. Four copies of each individual parcel valuation report.
- B. The project report shall include the following information:
 1. Title Page.
 2. Table of contents.
 3. City data on urban projects, county or regional data on rural projects.
 4. Neighborhood data.
 5. Location map.
 6. Zoning map and ordinance, if applicable.
 7. Comparable sales map.
 8. Comparable rental map, if applicable.
 9. Index of comparable sales and rentals.
 10. Comparable sales and rentals.
 11. References.
 12. Limiting conditions.
 13. Appraiser's qualifications.
- C. Formal, written valuation reports are required for each parcel of land to be acquired or damaged, unless donated. These will be in the form of either a "Waiver Valuation", "Short Form" appraisal report, or a "Before and After" narrative appraisal report.
 1. Waiver Valuation

A "Waiver Valuation" can be used for uncomplicated acquisitions, where only the part acquired need be valued. Total compensation, exclusive of fence relocation and/or construction based on the current Department approved fencing schedule, must not exceed \$10,000. Damages must be nominal or simple "cost to cure" items supported by written contractors estimate. The

Department's standard forms may be used as appropriate. These forms may be located by accessing the Right of Way Divisions webpage at www.dor.state.ne.us/roway/doc-pub.htm. Then click on Attachments Only and select the appropriate form(s) identified as [3.04](#) to [3.11](#).

The Waiver Valuation is considered an appraisal under the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated by The Appraisal Foundation and adopted by the Nebraska Real Estate Appraiser Board. This Waiver Valuation is prepared under a waiver of appraisal provision authorized by Federal Highway Administration guidelines, 49 CFR24, 102(c) (2). It is the appraiser's responsibility to meet the requirements of USPAP. The CFR known as the Uniform Act is Federal law and public policy. Conflicts between these regulations and USPAP may require the use of the Jurisdictional Exception Rule.

A Waiver Valuation must contain the following elements.

- a. Project and parcel number.
- b. Owners name and property address, as revealed in the public records. Any changes in the ownership discovered need to be documented with a copy of the deed or deeds following the chain of ownership from the owner indicated in the provided title information.
- c. Description, location and area of property to be acquired.
- d. Photos of part acquired.
- e. Determination of value and basis therefore.
- f. Statement of value of property being acquired broken down as to land and improvements.
- g. Data supporting land value and "cost of cure" items.
- h. When it is apparent that there is a lessee affected, the leasehold interest, leased fee interest and lessee owned improvements need to be valued. This includes advertising signs.
- i. Effective date of valuation, date of estimate, appraiser's signature and certification.

2. Short Form Appraisal

"Short Form" appraisals may be used for uncomplicated, whole or partial acquisitions where the highest and best use of the property is its present use and not changed by the acquisition and which are anticipated to exceed \$10,000 exclusive of fence relocation and/or fence reconstruction. Only one approach, usually the sales comparison method is applicable. Damages must be nominal or of the "cost to cure" type.

The "Short Form" Appraisal must contain the elements listed for a "Waiver Valuation" plus the following:

- a. Statement of assumptions and limiting conditions.
- b. Intended use, intended user and property rights appraised.
- c. The scope of work necessary to produce a credible report.
- d. Five-year Sales/title History. Any changes in the ownership discovered need to be documented with a copy of the deed or deeds

following the chain of ownership from the owner indicated in the provided title information.

- e. Description of property including highest and best use, area, neighborhood, site and improvement data, photos of property affected, maps, plats and plans.
- f. Log of meetings with property owner and/or their designated representative.
- g. Indication of comparable sales and direct comparison to subject property and complete comparable sales analysis.
- h. Explanation of acquisition, damages, and benefits.
- i. The leasehold interest, leased fee interest and lessee owned improvements need to be valued. This includes advertising signs.

All "Short Form Appraisals" will be reported on the standardized department forms or similar format. These forms may be located by accessing the Right of Way Divisions webpage at www.dor.state.ne.us/roway/doc-pub.htm. Then click on Attachments Only and select the appropriate form(s) identified as [3.12](#), [3.13](#), [3.14](#), [3.07](#), [3.15](#), [3.16](#), [3.17](#), [3.10](#), [3.18](#), [3.19](#), [3.20](#) & [3.11](#).

3. Detailed (Before & After) Appraisal

Standard "Before and After" appraisals shall be used in those instances when the acquisition is of a complicated nature, or causes a diminution of value to the remainder.

A detailed (Before & After) Appraisal shall contain the following elements in a format similar to the following.

- a. Letter of Transmittal
- b. Salient Facts
 - (1) Project Number
 - (2) Tract Number
 - (3) Property Address
 - (4) Recorded Ownership
 - (5) Legal Description
 - (6) Tenant and Lease Data (including advertising signs)
 - (7) Highest and Best Use (Before & After)
 - (8) Zoning
 - (9) Tax and Assessment Data
 - (10) Sales/ title History, Any changes in the ownership discovered need to be documented with a copy of the deed or deeds following the chain of ownership from the owner indicated in the provided title information.
 - (11) Intended Use
 - (12) Intended user
 - (13) Scope of work necessary to produce credible report
- c. Log of meetings with property owner and/or their or her representative.
- d. Property Description

- (1) Land (size, shape, topography, utilities, soil conditions, accessibility, etc.)
 - (2) Improvements (size, age, condition, number of rooms and all items necessary to properly describe).
- e. Land Valuation
 - f. Value of Whole Property Before Acquisition
 - (1) Cost Approach
 - (2) Sales Comparison Approach
 - (3) Income Capitalization Approach
 - (4) Correlation
 - g. Description and Effect of Acquisition
 - h. Value of Part Acquired
 - i. Value of Remainder Before Acquisition
 - j. Value of Remainder After Acquisition
 - (1) Cost Approach
 - (2) Sales Comparison Approach
 - (3) Income Capitalization Approach
 - (4) Correlation
 - k. Damages
 - l. Summary and Breakdown of Acquisition and Damages
 - m. Leasehold Interests (including advertising sign sites)
 - n. Addenda
 - (1) Property Plat
 - (2) Floor Plans
 - (3) Photos
 - (4) Sales and Rental Data (if not in Basic Data Report)
 - (5) Sales Map (if not in Basic Data Report)
 - (6) Appraiser's Certificate – See Appendix "B"

The above is intended as a guide and all items may or may not be necessary in all situations. At other times, supplemental data or headings may be required.

- D. Change in Valuation Caused by the Public Improvement. Any decrease or increase in the fair market value, prior to the date of valuation and caused by the public improvement for which such property is being acquired; or by the knowledge that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, shall be disregarded when estimating the value of the real property being appraised.
- E. Documentation
 - 1. The "Before and After" method of valuation, as interpreted by State law, shall be used in partial acquisition except where it is obvious there is no damage to the residue land or improvements. These exceptions are noted and identified in Appendix C.

2. The appraisal shall include all applicable approaches to value both “Before and After” value estimate. If an approach is not considered applicable, the appraiser shall so state with a short explanation as to why. All pertinent calculations used in developing these approaches shall be shown.
 - a. Where the cost approach is utilized, the appraisal report shall contain the specific source of cost data and an explanation of each type of accrued depreciation. The basis for this depreciation estimate must be included as a part of the approach.
 - b. In the market approach, the appraisal report must contain a direct comparison of pertinent comparable sales to the property being appraised. The appraiser shall include a statement setting forth their analysis and reasoning for each item of adjustment to comparable sales. A dollar amount or percentage amount adjustment shall be made for each non-comparable element requiring adjustment.
 - c. Where the income approach is used, there shall be documentation to support the income, expenses, interest rate, remaining economic life, and capitalization rate. Where it is determined that the economic rental income is different from the existing or contract income, the increase or decrease shall be explained and supported by market information.
 - d. Where two or more approaches to value are used, the appraisal shall show the correlation of the separate indications of value derived by each approach along with a reasonable explanation for the final conclusion of value. This correlation shall be included for both before and after appraisals.
3. Special benefits shall be offset against the value of the damages to the remainder in accordance with State law. The after value appraisal shall eliminate any consideration of damages that are not compensable or benefits not allowable under State law, even though they may, in fact, exist in the ultimate value of the remaining property in the market. In case of doubt, a State legal ruling should be secured.
4. The appraisal of the after value shall be supported to the same extent as the appraisal of the before value. This support shall include one or more of the following:
 - a. Sales comparable to the remainder properties.
 - b. Sales of comparable properties from which there have been similar acquisitions or acquisitions for like usages.
 - c. Development of the income approach on properties that show economic loss or gain as a result of similar acquisitions or acquisitions for like usages.
 - d. Indications from severance damage studies as related to similar acquisitions.

- e. If the data described in (a.) through (d.) are not available, the appraisal shall so state and give the appraiser's reasoning for their value estimate.
5. The difference between the before and after appraisal will represent the value of the property being acquired, including the damages and benefits to the remainder. The appraiser shall in the appraisal analyze and tabulate the difference showing a reasonable allocation to land, improvements, damages and benefits. The following general outline should be followed:
 - a. Value of Whole Property.
 - b. Value of Part Acquired.
 - c. Value of Remainder as of Before Acquisition.
 - d. Value of Remainder as of After Acquisition.
 - e. Damages and/or Special Benefits {Difference between item (c.) and (d.)}
 - f. Allocation of Acquisition & Damages and/or Special Benefits.
 6. All valuation reports shall include identified photographs of the subject property including all principal above ground improvements or unusual features affecting the value of the property.
 7. Valuation reports for whole acquisitions shall contain a sketch or plat of the property showing boundary dimensions, location of improvements and other significant features of the property. For partial acquisitions the sketch or plat shall also show the area to be acquired, relation of improvements to the acquisition area and area of each remainder.
 8. Each valuation report shall contain or make reference (when separate project report is furnished) to the comparable sales that were used in arriving at the market value estimate. The comparable sale data shall contain the following information:
 - a. Date of Sale.
 - b. Names of the parties to the transaction.
 - c. Consideration paid.
 - d. Financing and how it affected the sales price. If the Appraiser is unable to verify the financing and conditions of sale from the usual sources, such as buyer, seller, broker, attorney, or escrow company or any person having knowledge of these factors, he/she shall so state giving the reason or reasons.
 - e. Conditions of the sale.
 - f. Personal verification of the sale, with whom and when.
 - g. Location.
 - h. Total area.
 - i. Type of improvements.
 - j. Highest and best use at time of sale.
 - k. Zoning at time of sale.
 - l. Identified photographs of all principal above ground improvements or unusual features affecting the value of the comparable.
 - m. Any other data pertinent to the analysis and evaluation of the sale.

9. All property valued and the comparable sales which were relied upon in arriving at the market value estimate shall be personally inspected in the field by the Appraiser and all dates of inspection shall be shown in either the project or individual parcel valuation report, whichever is appropriate.
 10. Each valuation report shall contain the date of the Appraiser's signature and the date of valuation.
 11. The property owner or their representative shall be given the opportunity to accompany the Appraiser during the Appraiser's inspection of the property and a report of such inspection shall be made a part of the appraisal report as per Section II, C, 4, C of these specifications.
- F. In every case, unless specified otherwise, the purpose of the valuation document is to express and support the Appraiser's estimate of fair market value as determined through the use of standard valuation processes. In addition, three important facts must be kept in mind.
1. State Review Appraisers and possibly Federal Highway Administration officials will review the valuation report.
 2. The valuation document will also be used to properly inform the negotiator of all pertinent facts prior to negotiation with the property owner. Such items as comparable sales must be well selected, verified and accurately reported so that the negotiator may use them in negotiations and even take the property owner to see them if it becomes necessary to do so.
 3. The valuation document and the project report will be distributed to the owner of the property as a part of the negotiation process used by the Department.
- G. The Appraiser shall testify in court if required by the Department and shall defend the Waiver Valuation or Appraisal in the court testimony if the date of acquisition is within a reasonable time after the date of Waiver Valuation or Appraisal.
- H. The Appraiser shall determine if the property is leased and value the lease to determine the lessor and lessee's interest, justify these interests, if they exist, and compute the damages to these interests as part of the total damages. This will include advertising sign sites.
- I. Any tenant-owned building, structure, or other improvement, which would be considered to be real property if owned by the owner of the real property on which it is located, shall be considered to be real property and shall be appraised as such to determine its fair market value. This shall include any improvement of a tenant-owner who has the right or obligation to remove the improvement at the expiration of the lease term. This will include advertising signs.
- J. In appraising income-producing property that contains personal property owned by the owner of the real estate, the income of the personal property will not be considered a part of the gross income of the real property. Therefore, the Appraiser is required to show a deduction from the gross income, the amount the personalty contributes to the gross income.

- K. The following is a list of non-compensable items which the Appraiser agrees to review and also the Appraiser agrees that damages will not be estimated based upon these non-compensable items as listed in the tracts under this contract.
1. Loss of profits or business.
 2. An option does not constitute an interest in land requiring compensation where it has not been exercised.
 3. Circuity of travel by reason of the blocking of existing county roads is not compensable where it is a damage suffered in common with the public generally.
 4. The placing of medians in the center of a street or thoroughfare does not entitle the owner to damages inasmuch as this is in accordance with the police power even though right of way is acquired at the same time.
 5. In computing damages or assessing damages for property acquired containing valuable deposits of minerals, sand, gravel, or other types of materials, the land must be valued considering the potentialities that it has and the minerals it contains as land and cannot be valued on a yards time price basis of the quantity of minerals contained.
 6. Damages arising by reason of the police power or exercise thereof are not compensable.
 7. Damages during the period of constructions such as noise, dust, inability of customers to conveniently get the owner's property, the closing off of street and detour of traffic are not compensable.
 8. Damages by reason of the loss of anticipated profits that the owner claims that could have made had they been allowed to continue the use of the property are not compensable.
- L. When severance damages are estimated, the Appraiser will support the damages by use of comparable sales. If comparable sales aren't available, other recognized methods may be used.
- M. The classification of equipment and fixtures as realty or personalty is necessary so that the appraiser can list and evaluate each piece of equipment. This is only required when the building they are located in is being acquired as a result of the project. In other words, valuation of the equipment and fixtures, as personalty, is not required if the Department is not acquiring the building they are located in.

The Appraiser understands that it is the policy of the Nebraska Department of Roads to make two offers to the owner. One offer will include all realty, including the equipment and fixtures considered a part of the realty. The other offer will include all realty, including the equipment and fixtures considered a part of the realty, and all equipment and fixtures considered to be personalty.

Therefore, it is necessary that the Appraiser list and make a determination on each piece equipment and fixture as to whether it is realty or personalty.

The valuation document must contain sufficient documentation, including valuation data and the appraiser's analysis of that data, to support the opinion of value being placed on the equipment and fixtures considered a part of the realty, and all equipment and fixtures considered to be personalty.

- N. Estimates will be required in those instances where the "cost to cure" method is used in determining damages to the property remainder or when the appraiser decides to employ or obtain estimates of cost to be used as a part of the valuation document. The following shall apply concerning estimates:
1. The estimate shall contain sufficient analysis or description to be fully explained.
 2. The party making the estimate shall sign estimate.
 3. The department will pay the reasonable fee required for making the estimate, provided the following actions are taken:
 - a. The invoice is made out to the department.
 - b. The Federal Identification Number of the estimator is noted on the invoice.
 - c. The invoice and estimate have been reviewed and found acceptable by the appraiser.
 - d. The appraiser has forwarded the invoice to the department with their recommendation for payment.
- O. When a sub-contractor is required to complete a Specialty Report; the appraiser shall furnish the sub-contractor's qualifications and experience, along with the bid amount to complete the Specialty Report to the Department for approval. The United States Citizenship Attestation Form, Appendix F, shall be completed by the sub-contractor and submitted with the bid.

The bid amount of the sub-contractor will be paid as a part of the original contract, if the Department notifies the appraiser that a Specialty Report is required during the request for proposal process, or as a Supplement Contract, if the Department and the appraiser determine it is necessary to obtain the services of sub-contractor after the contract for Appraisal Services has been executed.

The Specialty Report value will not arbitrarily be added to the valuation of the realty, but shall be considered to the extent of the contributory value in establishing the value of the whole property.

APPENDIX "A"

NONDISCRIMINATION CLAUSES

During the performance of this contract, the appraiser, for itself, its assignees and successors in interest (hereinafter referred to as the "appraiser"), agrees as follows:

Compliance with Regulations: The Appraiser will comply with the Regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Parts 21 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

Nondiscrimination: The appraiser, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the basis of disability race, color, sex, religion or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The appraiser will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix "A", "B", and "C" of Part 21 of the Regulations.

Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the appraiser for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the appraiser of the appraiser's obligations under this contract and the Regulations relative to nondiscrimination on the basis of disability, race, color, sex, religion or national origin.

Information and Reports: The appraiser will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of an appraiser is in the exclusive possession of another who fails or refuses to furnish this information, the appraiser shall so certify to the State Highway Department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

Sanctions for Noncompliance: In the event of the appraiser's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to,

- (a) withholding of payments to the appraiser under the contract until the appraiser complies, and/or
- (b) cancellation, termination or suspension of the contract, in whole or in part.

Incorporation of Provisions: The appraiser will include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The appraiser will take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event an appraiser becomes involved

in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the appraiser may request the State to enter into such litigation to protect the interests of the State, and in addition, the appraiser may request the United States to enter into such litigation to protect the interests of the United States.

DISADVANTAGED BUSINESS ENTERPRISES

Policy

The Appraiser and State agree to ensure that enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the requirements of 49 CFR Part 26 are hereby made a part of and incorporated by this reference into this agreement.

Disadvantaged Business Enterprises Obligation

The Appraiser and State agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, the Appraiser shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The Appraiser shall not discriminate on the basis of disability; race, color, sex, religion or national origin, in the performance of FHWA assisted contracts.

Failure of the Appraiser to carry out the requirements set forth above shall constitute breach of contract and, after the notification of the FHWA, may result in termination of the agreement or contract by the State or such remedy as the State deems appropriate.

DRUG-FREE WORKPLACE POLICY

The Appraiser shall have, on file with the department, an acceptable drug-free workplace policy.

APPENDIX "B"

Project No. _____ Control No. _____

Parcel No. _____

CERTIFICATE OF APPRAISER

I hereby certify:

That I have personally inspected the property herein appraised and that I have afforded the property owner, or their representative, the opportunity to accompany me at the time of the inspection. I have also made a personal field inspection of the comparable sales relied upon in making said appraisal. The subject and the comparable sales relied upon in making said appraisal were as represented in said appraisal.

That to the best of my knowledge and belief, the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal is to be used in connection with the acquisition of right of way for a project to be constructed by the State of Nebraska with the assistance of Federal-aid highway funds, or other Federal funds.

That such appraisal has been made in conformity with the appropriate State laws, regulations and policies and procedures applicable to appraisal of right-of-way for such purposes, and the Uniform Standards of Professional Appraisal Practice; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are noncompensable under the established law of said State.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the value reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any way benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the property officials of the State Highway Department of said State or officials of the Federal Highway Administration and I will not do so until so authorized by State officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That my opinion of the fair market value of the acquisition as of the _____ day of _____ 20_____, is \$ _____ based upon my independent appraisal and the exercise of my professional judgment.

Date

Signature

APPENDIX "D"

APPRAISAL CONSULTANT PROCESS

Qualifications

- The Chief Appraiser shall establish and maintain a list of Approved Fee Appraisers and Review Appraisers (See [Approved Appraiser List](#)). Positive steps have been taken by the Chief Appraiser to include all qualified Fee Appraisers who wish to be considered for NDOR contracts, regardless of race, color, religion, sex, national origin, age, or any physical handicap, which does not prevent satisfactory performance of the work, on the approved list.

Fee appraisers shall meet the following qualifications:

- Must be properly licensed in Nebraska by the Nebraska Real Property Appraiser Board.
- Must demonstrate that they have a history of successful performance in this field.
- Must demonstrate knowledge in Nebraska eminent domain procedures so the proper appraisal processes are utilized in completing the assignment.
- Must have knowledge in the appropriate federal laws and procedures as set forth in our ROW manual.
- Must be able to explain engineering plans, field questions about the project and answer legal questions.

Contracting for Appraisal Services

A request for proposal will be sent to all appraisers on the Approved Appraiser list who indicate they would work in the county in which the project is located. This assures an open competitive process for selecting recipients for these contracted services.

The request for proposal shall provide adequate information for the Fee Appraiser Consultant to submit a realistic proposal. This information should include, but not be limited to, a clear scope of work, plans and/or strip maps, names of the property owners, estimated start and finish dates of the project assignment, number of tracts, the type of valuation/appraisal report required, the time and date of the proposed opening of proposals.

The consultants will be informed to submit their responses to the Requests for Proposals in the manner and format listed below, identifying each response by its respective tab numeral.

Tab Item

- 1 Appraisal Experience. Describe at least three recent appraisal contracts that demonstrate the fee appraiser's appraisal knowledge, skills and abilities. The description shall include the name of client and a telephone number of a responsible contact person.
- 2 Appraisal Experience in Condemnation/Eminent Domain. Describe at least three recent appraisal contracts that demonstrate the fee appraiser is proficient, capable and qualified to appraise condemnation or eminent domain assignments. The description shall include the name of the client and a telephone number of a responsible contact person.

Absent actual appraisal experience in condemnation or eminent domain assignments, the fee appraiser shall explain why they feel they have knowledge and experience and what steps the fee appraiser will take to competently complete the contract.

- 3 Condemnation/Eminent domain Appraisal Education. The fee appraiser shall list all the condemnation or eminent domain education courses attended by noting the provider of the course, the course name, the number of hours, and the date.
- 4 Membership in Professional Organizations. The fee appraiser shall list all the professional organizations in which a membership is currently maintained by noting the name of the organization and how long the fee appraiser has been a member.
- 5 Professional Designations from Professional Organizations. The fee appraiser shall list all the professional organization designations currently held by noting the name of the organization, the name of designation, and the requirements to obtain the designation.
- 6 Start and completion dates. The fee appraiser shall propose start and finish dates for the contract. The fee appraiser's start and finish dates may be different than those estimated by the department. Time is of the essence, therefore, the dates proposed by the fee appraiser will be considered during the department's evaluation of the proposals.
- 7 Present Workload with the department. The fee appraiser shall indicate the Project Number(s) and the number of tracts to be appraised that are not yet completed that are under contract with the department at the time the proposal is submitted.
- 8 Cost. The fee appraiser shall indicate the per tract cost and the total cost of the project and note this on Appendix C.

The fee appraisers will also be informed that a selection committee will review and evaluate all replies and identify the individuals that may be invited to submit more detailed proposals, make oral presentations, or both. The selection committee will have only the response to the solicitation to review for the selection of finalists. It is therefore important that the respondents emphasize specific information pertinent to the work. Our award could be made on the basis of initial proposals, without discussion.

The selection committee will consist of the ROW Manager, Chief Appraiser, and both Appraisal Review Supervisors. Three of these four individuals, as a minimum, must be present to review and score the proposals.

Proposals received shall be held until the prescribed time of opening. At which time and in the presence of the selection committee, the proposals shall be opened, copies made and distributed to the selection committee and scored by the selection committee.

The individual scores of the members of the selection committee will be added together for a composite score. The selection committee will then determine which proposal is most advantageous to the Department's program. The selected proposal may or may not be the proposal that has the highest composite score. After this decision, an appraisal contract is prepared and presented to the Fee Appraiser for acceptance. When the agreement bearing the Fee Appraiser's signature is received, it is executed by the Right of Way Manager, and forwarded to the Agreements Engineer & Controller.

A memo will be made summarizing the decision reached by the committee. This memo, the composite scoring, the individual scoring and all the proposals received will be placed in the project file.

The administrative details concerning the start, progress, completion, payment, etc. of the services to be performed as per the contract are the responsibility of the Chief Appraiser. The technical details as outlined by the specifications made a part of the contract are to be handled by the assigned Review Appraiser.

There may be cases where there are revisions to the project that were not addressed in the contract with the fee appraiser. Upon reaching an equitable fee for the change in work assignment, both the contracted fee appraiser and the Chief Appraiser will sign a supplement contract. All other conditions and specifications contained in the original agreement shall be applicable to this supplement.

The Review Appraiser and the Chief Appraiser together will evaluate the Appraisal Consultant's work product and performance. If the performance is unsatisfactory, and with the concurrence of the Chief Appraiser, the fee appraiser is required to take a partial acquisition course and resubmit examples of their work product to be re-approved as a qualified appraiser. This data will be filed for use as future reference for selecting Consultants.

APPENDIX “E”

PUBLIC BENEFITS

Neb. Rev. §§4-108 to 4-114

January 16, 2010

Procedure for authorizing NDOR benefits to Individuals or a Sole Proprietorship

Any individual or a sole proprietorship that becomes an applicant for one of the four Nebraska Department of Roads benefits listed below shall complete the United States Citizenship Attestation Form

- Contract or agreement
- Haying permit
- Licenses for City or County Highway Street Superintendents
- Relocation assistance

Attestation forms that are marked “I am a citizen of the United States” shall become part of the contract, permit, license or etc. to document the verification process.

Attestation forms that are marked “I am a qualified alien” shall be emailed to Sandra Knipplemeyer in the Planning and Project Development Division (PPD) to verify qualifications. Sandra will verify the applicant and return, by email, a copy of the form either *Authorized or Rejected* within about two working days.

All completed Attestation forms shall be maintained by the originating Division for the annual report to be prepared in January. The report will detail the number of individuals and sole proprietorships that applied for benefits and the number of applicants that were denied benefits.

APPENDIX "F"



United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

- OR -

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____
and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate, and I understand that this information may be used to verify my lawful presence in the United States.

Print Name: _____
(First, Middle and Last)

Address: _____
(Street or PO Box)

(City, State and Zip)

Applicant's Signature: _____ Date: _____

Attach form to contract, permit, license, etc.

FOR OFFICE USE ONLY	
PLANNING AND PROJECT DEVELOPMENT	ORIGINATING DIVISION OR DISTRICT
<p style="text-align: center;">SAVE Determination:</p> <p><input type="checkbox"/> Authorized</p> <p><input type="checkbox"/> Rejected</p> <p style="margin-top: 20px;">Agreement No. _____</p> <p style="margin-top: 20px;">_____ <i>Signature</i> <i>Date</i></p>	<p style="text-align: center;">If the applicant marks qualified alien, send the form to Planning and Project Development Division for verification.</p> <p style="text-align: center;">Benefit:</p> <p><input type="checkbox"/> Contract or Agreement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Janitorial</p> <p style="margin-left: 20px;"><input type="checkbox"/> Mowing</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Haying Permit</p> <p><input type="checkbox"/> Licenses for Superintendent</p> <p><input type="checkbox"/> Relocation Assistance</p>

DR Form 289, January 2011