

PROCEDURES FOR SELECTION OF QUALIFIED APPRAISERS

PURPOSE: To outline procedures for reviewing the qualifications for approval of professional appraisers and securing the services of those appraisers for Hillsborough County.

PROCEDURES:

1. Qualified Appraisers List:

A list of the most highly qualified appraisers shall be established and reviewed at least every three (3) years by the Professional Services Review Committee (PSRC). Qualified appraisers on the list shall be those who, pursuant to advertisement (Request for Qualifications/RFQ), have:

- A. Submitted the information requested in the RFQ to Hillsborough County, as set forth below in the section titled Selection Criteria.
- B. Been evaluated by the PSRC and approved by the Board of County Commissioners at least every three (3) years.

NOTE: Qualified appraisers who have previously been approved under these procedures remain approved regardless of the company with which he/she was associated with at the time of his/her approval, subject to the triennial review provision set forth above.

2. Selection Criteria:

The following may be considered in selecting the most highly qualified applicants for the list of qualified appraisers. Information shall be requested through an RFQ process.

- A. Memberships and designations in professional appraisal associations.
- B. Educational background.
- C. State of Florida General Appraiser certification.
- D. State of Florida or Hillsborough County Disadvantaged Minority/Disadvantaged Women Business Enterprise Program certification.
- E. State of Florida or Hillsborough County Small Business Enterprise Program registration.
- F. Significant appraisal experience with right of way projects/eminent domain.
- G. Other types of appraisal assignments performed in Hillsborough County.
- H. Total number of years in appraisal business.
- I. Eminent domain trial testimony experience.
- J. ELAPP or other environmental land appraisal experience.
- K. Previous appraisal assignments for other government agencies.
- L. Maintenance of an appraisal plant.
- M. Prior performance and/or responsiveness to requests for bids on Hillsborough County appraisal projects (if applicable).

NOTE: Upon request, applicants will provide examples of recent right of way (or other) appraisal reports. Applicants may be required to interview with PSRC.

3. Professional Services Review Committee Members:

The professional services review committee will consist of the following County employees or their designees:

- Real Property Section Manager, Facilities Management & Real Estate Services
- Design Project Management, Capital Programs Department
- Sr. Real Estate Appraiser, Facilities Management & Real Estate Services
- Sr. Assistant County Attorney, County Attorney's Office

4. Contracting Appraisers from Qualified List:

As the County requires appraisal services for acquisition of real estate, rights of way, and other real property interests, appraisers will be selected from the qualified list of real estate appraisers.

A. The Director of the Facilities Management & Real Estate Services or designee shall estimate the value of appraisal services and contract for services in accordance with the following procedures:

- (1) If the estimate for services is \$10,000 or less, the Director or designee will contract directly.
- (2) If the estimate for services is greater than \$10,000, but is less than \$25,000, the Director of Facilities Management & Real Estate Services or designee and the Director of the User Agency or designee must approve the contract.
- (3) If the estimate for services is greater than or equal to \$25,000, the Director of Facilities Management & Real Estate Services or designee and the Director of the User Agency or designee will select at least three (3) appraisers from the qualified list and rank them in order of preference. This list will be sent to the Board of County Commissioners with a recommendation to approve one (1) or more of the appraisers for the assignment and authorizing the Real Property Division to negotiate the contract(s). When the contract(s) has (have) been successfully negotiated, it (they) will be returned to the Board for approval.

B. Selection of appraisers may be based on, but not limited to:

- (1) Degree of eminent domain, expert witness and/or appraisal experience and skills.
- (2) Timeliness of delivery on past assignments.
- (3) Quality of past performance.
- (4) Familiarity and/or experience with similar assignments and/or projects.
- (5) Existing work load.
- (6) Ability to perform multi-parcel assignments.
- (7) Reasonableness of professional fees and delivery time.
- (8) Input from County Attorney.