



RIGHT OF WAY AND UTILITIES DIVISION

RIGHT OF WAY APPRAISERS

PREQUALIFICATION QUESTIONNAIRE



(Internet Posting)



## **RIGHT OF WAY APPRAISER SERVICES**

### **I. Purpose**

The Virginia Department of Transportation (VDOT) intends to request proposals from appraisers that wish to be considered for providing appraisal services necessary for the acquisition of rights of way on transportation construction and maintenance projects. Only those appraisers who have submitted the necessary information outlined below and have been approved as being prequalified will be considered for a contract. The Qualified Contractor List for Appraisal services will be posted on the VDOT web site available for viewing by all.

### **II. Minimum Qualifications**

A. It will be required of interested persons, corporations, or partnerships expressing interest that the services requested, relating specifically to appraisal services be performed according to current United States Department of Transportation/Federal Highway Administration guidelines and policies, Virginia Department of Transportation policies and procedures, applicable federal and state laws and USPAP. Appraisers shall have a demonstrated ability to perform these services.

B. Basic “Appraiser” requirements include:

1. Each candidate, regardless of level, must meet the following licensing and experience requirements:

a) Be licensed as a “Certified General Real Estate Appraiser” in Virginia with at least three years of appraisal experience in the past ten years.

Or

b) Be licensed as a “Residential” or as a “Certified Residential” appraiser with a minimum of five years appraisal experience.

2. Each appraiser must meet the following continuing education requirements:

a) People applying for “Appraiser” level must have seven hours of continuing education specific to eminent domain valuation within the past five years.

b) People applying for “Senior Appraiser” and/or “Review Appraiser” level must have at least twenty-eight hours of continuing education specific to eminent domain valuation within the past five years.

3. Each candidate must provide the following:
  - a) References submitted on the “Appraiser Application” are checked.
  - b) The appraiser must be able and willing to testify as an “Expert Witness”.
  - c) The appraiser or their firm must have an approved Title VI Evaluation Report on file with VDOT.

Absent having the required hours of continuing education, the appraiser may fulfill this requirement within six months of prequalification to the approved appraiser list or prior to the completion of their first appraisal assignment, whichever occurs first. Questions regarding a course’s suitability should be referred to the Chief Appraiser. An exhibit of possible education providers and courses that fulfill this requirement are listed on the VDOT Appraisal Web Page(s). However, the list may not be all-inclusive of available options. A waiver request for this requirement can be submitted to the Chief Appraiser located at the Central Office.

All outside appraisers should meet the basic requirements outlined and be prequalified prior to submitting a proposal to VDOT.

### **III. Appraiser Qualification Level Requirements and Work Description**

The type of work that a prequalified appraiser may complete will be determined based upon his or her assigned qualification level once their application is approved. Once prequalified, the appraiser may request an increase in assigned qualification level by following the procedures outlined in Chapter 4.2 of the Right of Way and Utilities Manual.

#### **A. Appraiser**

The licensed appraiser must meet all basic requirements. Appraisers licensed as “Residential” or “Certified Residential” Real Estate Appraisers are categorized as “Appraisers” on the approved appraiser panel. Certified General Real Estate Appraisers with less than 2,000 hours of appraisal experience specific to eminent domain will qualify as an “Appraiser” versus a “Senior Appraiser” on VDOT’s approved list.

## **Work Description**

An appraiser may complete appraisal assignments and sign appraisal reports, as allowed by their licensing status and within the competency provision of USPAP that involve total property acquisitions. Also, they may complete assignments that involve partial acquisitions of vacant land or land with “minor improvements” where no significant damages result to the remainder. When a change in highest and best use results in significant damages and possible enhancements to a property, a Senior Appraiser is required to complete or supervise the appraisal.

If an appraiser determines one or more of the following conditions exists:

- a) The appraisal is complex in nature because the property has damages, other than minor incurable damages or cost to cure items to a remainder property.
- b) The appraisal assignment exceeds that allowed under their licensing status.
- c) The appraiser does not meet the competency provision as defined under USPAP.

They may have a “Supervisory Appraiser,” who meets VDOT’s minimum requirements and is on VDOT’s approved appraiser list, sign the appraisal report as the “Supervisory Appraiser”. If a “Supervisory Appraiser” is not available to sign the report, VDOT may reassign the appraisal to an appraiser who does meet VDOT’s minimum approved appraiser requirements at its discretion.

## **B. Senior Appraiser**

The appraiser meets the basic requirements outlined and they must be licensed as a Certified General Real Estate Appraiser. Also, they must have more than 2,000 hours of appraisal experience specific to eminent domain. The applicant will also be evaluated based upon their work samples submitted and VDOT’s prior experiences with the appraiser, if applicable. In addition, the appraiser must have a minimum of twenty-eight hours of continuing education specific to eminent domain appraisal.

## **Work Description**

No limits on acquisition and/or damage costs exist for the approved property types other than those imposed due to licensure status and/or competency to complete an assignment as outlined by USPAP.

### **C. Review Appraiser**

Requirements for admission to the Approved Review Appraiser list are the same as those outlined for a Senior Appraiser. In addition, the Review Appraiser must have demonstrated at least two years of commercial real estate appraisal review experience and have experience testifying as an expert witness. Review Appraisers who are not prequalified with VDOT must submit an application, Title VI documentation, a résumé, three eminent domain appraisal report samples, and three review appraisal report samples. Appraisers currently on the Approved Appraiser list only need to submit an application and appraisal review work samples unless otherwise requested to provide additional information.

## **IV Application for Prequalification**

A. The appraiser shall specifically address the following in their submission. Items required for consideration of acceptance to the panel include:

1. A completed and signed application.
2. A copy of the appraiser's résumé.
3. A copy of the appraiser's current appraisal license.
4. A copy of three appraisal report work samples, including two reports for past eminent domain appraisal purposes if the appraiser has eminent domain appraisal experience, preferably of commercial properties. Form appraisals are acceptable.
5. Title VI Evaluation Report
6. Evidence of completion of continuing education specific to eminent domain appraisal (7 hours for an Appraiser, 28 hours for a Senior Appraiser) or a statement that it is needed.
7. A list of three professional references with their contact information.

8. Appraisers approved for placement on the approved appraiser or review appraiser lists that have registered with eVA may complete work on a statewide basis. However, the approved appraiser and review appraiser lists will be segregated by Region or district based upon the location of the appraiser's place of business.

Upon requesting an application to be placed upon VDOT's approved list, a VDOT Appraiser Orientation, or Internet instructions for access to the orientation, is provided with the application. When the appraiser signs an application to be prequalified by VDOT as an approved appraiser or review appraiser, they acknowledge that they have access to the VDOT Appraiser Orientation. Prior to completing their first assignment for VDOT, the appraiser should complete the VDOT Appraiser Orientation.

An appraiser interested in being considered must reply with three copies of the above items giving qualifications, experience, and availability for performing the required services.

Send to:  
Right of Way and Utilities Division  
Attn: Mrs. Vicki B. Patrick  
Virginia Department of Transportation  
1401 East Broad Street  
Richmond, Virginia 23219

Three members of the Appraiser Relations Committee will review the application, and the district's recommendation if applicable, and make a recommendation to the Chief Appraiser. The committee members may request that the applicant meet with them for an interview. The Chief Appraiser will make a final recommendation to the Director who determines if the appraiser will be prequalified to perform appraisals for VDOT, pending the acceptance of the applicant's Title VI documentation. Exceptions to the approved appraiser application process and requirements may be made at the discretion of the Director and the Chief Appraiser.

The Qualified Contractor List (Appraiser) will be posted on the VDOT internet web site for all to view.

**V. Expiration**

Qualified appraisers or their firm are required to submit for renewal every year an updated Title VI evaluation report.

**VI. Performance Evaluation**

VDOT's Regional Right of Way Managers and/or Project Coordinators are required to complete a Performance Evaluation on each appraiser completing a contract. This report will be used as a basis for evaluating the appraiser's performance and prequalification status.

**VII Appeals**

If it is determined that an appraiser is not qualified to perform appraisal services, they may request a meeting with the Chief Appraiser or State Right of Way and Utilities Director. At that time they may provide additional information regarding the reasons VDOT did not find the consultant to be qualified. The State Right of Way and Utilities Director shall provide her/his final determination in writing within five days.

The Department assures compliance with Title VI requirements of nondiscrimination in all activities pursuant to its procurements.

APPROVED:

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State Right of Way and Utilities Director

November 16, 2015  
Effective Date