

RESOLUTION NO. 056-16

A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, APPROVING A CONTRACT WITH UNIVERSAL FIELD SERVICES, INC. FOR THE 2016 RCO GRANT PROPERTY ACQUISITION APPRAISAL

WHEREAS, pursuant to RCW 39.80, the City of Port Orchard's Public Works Department annually publishes the general Request for Qualifications (RFQ) for professional engineering, surveying, architecture, structural design and related services for the Professional Services Roster; and

WHEREAS, on June 3, 2013 the City of Port Orchard transitioned to the MRSC Consultant Roster database, but still publishes annually the general Request for Qualifications (RFQ) for the Professional Services Roster; and

WHEREAS, on August 2, 2013, the City of Port Orchard Public Works Department issued a Statement of Qualifications (SOQ) for the 2013-2014 Real Estate Acquisition Services for the Bay Street Pedestrian Pathway Project and on September 10, 2013 interviews were conducted, whereby Universal Field Services, Inc. was selected to provide those services; and

WHEREAS, on November 12, 2013, the City of Port Orchard City Council approved Contract No. 088-13 with Universal Field Services, Inc for the 2013-2014 Real Estate Acquisition Services for Bay Street Pedestrian Pathway Project; and

WHEREAS, on November 17, 2014 (due to unforeseen project delays), the City of Port Orchard issued Supplemental Agreement No. 1, thereby extending the Contract Time for Contract No. 088-13 with Universal Field Services, Inc. to December 31, 2019; and

WHEREAS, on March 30, 2016, the City of Port Orchard Public Works Department confirmed that Universal Field Services, Inc. was listed on the City's current (MRCS) Professional Services Roster (see Exhibit A) for Main Category: Real Estate & Property Services; and

WHEREAS, the Port Orchard City Council, at the 2015 recommendation of the State Auditor's Office, wishes to document their consultant selection process as described above for this particular contract by resolution; now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: The City Council approves a contract with Universal Field Services, Inc. for the 2016 RCO Grant Property Acquisition Appraisal and adopts the "Whereas" statements contained herein, as findings in support of the City's consultant selection procurement procedures.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage on this 24th day of May, 2016.



Robert Putansuu, Mayor

ATTEST:



City Clerk, Brandy Rinearson, CMC



May 5, 2016

EXHIBIT A



**Scope of
Work
Young & Nam - Partial Acquisition
(Comfort Inn) Appraisal and Appraisal
Review Services**

Background- The City of Port Orchard (CITY) wishes to acquire a portion of tax parcel 4063-001-001-0102 (shown in Table A below) in partial fee simple, currently owned by Young and Nam, Inc. The parcel is improved with a Comfort Inn Motel building. The acquisition area is unimproved consisting of low value vegetation, generally defined as the westerly 85 feet of said parcel. The portion to be acquired will be used as a small "pocket park" which will enhance the CITY's proposed Mosquito Fleet Trail. The acquisition is "state" funded through a grant from the Washington State Recreation and Conservation Office (RCO) funding board.

Universal Field Services, Inc. (UFS) will subcontract with and manage qualified Appraisers who are experienced and licensed by the State of Washington to provide appraisal and appraisal review services. This scope of work is limited to the completion of Appraisal and Appraisal Review services.

Project Administration & Management -UFS will prepare appraisal and appraisal review sub-consultant agreements to include the requirements prescribed by RCO Manual 3 Acquisition Projects / Section 5: Appraisal Requirements. UFS will coordinate directly with the City regarding required input from the RCO. Progress and status updates will be provided as needed by conference calling. Invoicing of services will be completed on a monthly basis.

Appraisal- As required by RCO, the Appraisal report will be prepared in accordance with the Uniform Standards of Professional Appraisal Practices (USPAP). Market value will be a point value, rather than a value range. Extraordinary Assumptions and Hypothetical Conditions, if any, may be included subject to prior RCO approval. The appraiser will consider any encumbrances and reservations that will be on the property as it is finally to be conveyed. Appraisal will be a self-contained report.

The appraisal review will be used to confirm just compensation for the property. If the appraised value is \$250,000 or higher, a field review is required. Desk reviews are acceptable for property acquisitions having a value of less than \$250,000. UFS staff will attend the appraisal inspection to ensure the property owner understands the real property rights being appraised, ascertain what is personal property and real property, and to help build the trust and rapport needed to assist in reaching amicable agreements. See Exhibits D & E for Appraisal and Appraisal Review bid letter and estimates.

Assumptions:

- City to provide UFS with a Preliminary Commitment (Title Report) upon acceptance of this Scope of Work.
- City has notified the property owner of the pending acquisition using RCO funds.
- City will obtain RCO approval of any hypothetical or extraordinary conditions prior to UFS commencing the Appraisal process. See Exhibit C - Item 4) Special Conditions.
- Property to be appraised is clean of hazardous materials.
- This scope of work excludes studies or cost to cure items for hazardous materials, parking design, etc.

- This scope of work excludes mediation, expert witness and related condemnation support.
- Negotiations will be done by the CITY and are excluded from this scope of work.

Deliverables:

- One (1) Appraisal report and one (1) Appraisal Review report

TABLE A			
No.	Tax Parcel No	Taxpayer / Owner	Partial Fee Simple
1	4063-001-001-0102	Young & Nam, Inc.	X