

Work Authorization #1

HIDALGO COUNTY Professional Appraisal Services

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, acting by and through the **Hidalgo County Urban County Program**, hereinafter called the “**Owner**,” and, **Professional Appraisal Services, Inc.** professional Appraiser of **McAllen**, Texas, hereinafter called “**Appraiser**”.

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the “Professional Appraisal Services” to provide **Appraisal Review Services of Appraised properties located within Hidalgo County Pct. 4.**

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is **\$18,900.** This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT “A”**.

PART 3. PAYMENT

Compensation and payment to the Appraiser for the services established under this Work Authorization shall be made in accordance with Article/Part/Section **4** of the Agreement.

PART 4. FUNDING

This Work Authorization No. **1** shall be funded through funding source:

Account No. **2015 GLO Flood Grant Contract No.18-27-000-A923**

Purchase Order Number _____ (**MUST BE INCLUDED AFTER CC APPROVAL**)

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate **upon completion of scope of the work authorization.**

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties’ responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and Confirmation by Hidalgo County Urban County Program, Diana Serna (Director) as to content and detail of this **Work Authorization No. 1**.

**HIDALGO COUNTY
URBAN COUNTY PROGRAM**

BY: _____
Diana R. Serna, Director

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 17th Day of July, 2018 as indicated below and effective as of 17th Day of July, 2018.

**THE APPRAISER:
PROFESSIONAL APPRAISAL SERVICES, INC.**

**THE OWNER:
HIDALGO COUNTY**

By: John Malcolm, Jr., President

By: Ramon Garcia, County Judge

ATTEST:

Arturo Guajardo Jr., County Clerk

**APPROVED AS TO FORM:
Atlas, Hall & Rodriguez, L.L.P.**

By: _____
On: _____

Exhibit A: Cost Proposal

PROFESSIONAL APPRAISAL SERVICES, INC.

REAL ESTATE APPRAISERS - CONSULTANTS - ANALYSTS

P.O. BOX 3722

McALLEN, TEXAS 78502

TELEPHONE (956) 687-9535

FAX (956) 687-9539

JOHN H. MALCOM, JR, MAI, CCIM, SR/WA
APPRAISAL INSTITUTE, CIREI, IRWA
STATE CERTIFIED – GENERAL APPRAISER

April 30, 2018

Leticia Saenz, CPPB, Contracts Manager
Hidalgo County Purchasing Department
2802 S. Business Hwy 281
Edinburg, Texas 78539

RE: Appraisal Review Services Annual Pool – RFQ No: 2018-011-01-24-YZV – **Additional Forms
for Professional Services Agreement.**

Dear Ms. Saenz:

I received your email requesting additional information to begin negotiations for “on call” Appraisal Review Services located within Hidalgo County Precinct No. 4. Thank you for the opportunity to provide information on Professional Appraisal Services, Inc. I have attached the information requested to assist in selecting a firm for Appraisal Review Services. I hope that the information is helpful and look forward to working with you in the near future.

Yours Truly,



John H. Malcom, Jr, President
Professional Appraisal Services, Inc.

Fee Schedule

The fees for Appraisal Review Services are projected based on an hourly rate. My hourly rate for the State of Texas is \$225 for appraisal and appraisal review services and \$250/hour for Special Commissioners Hearings, depositions and court testimony. My proposed fee schedule for Hidalgo County is based on the same hourly rate. The fee per parcel can vary depending on the number of parcels and the complexity of the assignment. As an example, a review of an appraisal of a retail shopping center that will be bisected by a new highway will be more complex than an appraisal of an unimproved tract.

The base fee for an appraisal review assignment is \$900. The base fee for an appraisal review for an appraisal that has been updated is also \$900. The hourly rate for Special Commissioners Hearings, depositions, preparation and court testimony is \$250/hour. A proposal for a specific assignment can be provided upon request.

EXHIBIT "B"
FEE SCHEDULE

EXHIBIT "A"
SERVICES TO BE PROVIDED BY APPRAISER

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Services to be Provided by the Review Appraiser

In order to effectively provide appraisal review services, it is necessary to have an understanding of the project and the specific requirements of the client. The review appraiser must understand the requirements and objectives of the client and assure that those objectives and needs are satisfied by the written appraisal report. An appraisal review may be required for different intended uses.

The County may require an appraisal review of an appraisal report prepared by an appraiser hired by the County. This may result from requirements imposed by funding agencies, for quality control purposes; to prepare for litigation, or to obtain a second opinion.

When preparing for litigation, an appraisal review may be used to review an appraisal prepared by the appraiser hired by the County or to review an appraisal submitted by an appraiser retained by a property owner. In either case, the review appraiser can assist the attorney representing the County as a consulting expert or a testifying expert.

The review appraiser must develop an opinion whether the analysis presented in the appraisal report is appropriate and the opinions and conclusions are credible based on the requirements applicable to the appraisal. If the analysis, opinions, and conclusions are credible, the report is acceptable. If the analysis, opinions, and conclusions are not credible, the review appraiser must develop and explain the reasons for any disagreement.

Appraisal review services may require different reporting levels for the review appraiser. A client may request a review appraiser to communicate with the primary appraiser in a quality control capacity. In this situation, a review appraiser must be able to communicate effectively with the primary appraiser to insure the appraisal report is sufficiently complete for its intended use.

In other cases, the client may require the review appraiser to either accept or reject the appraisal report or for the review appraiser to formulate an independent opinion of value for the property.

The intended use of the appraisal and the scope of the appraisal review services can have a significant impact on the time required for the appraisal review and the fee for the appraisal review services.

Scope of Appraisal Review Services: Per RFQ No: 2018-011-01-24-YZV

- 1) Review all appraisal reports for each Property to determine consistency of values, supporting documentation related to the conclusion reached, compliance with the Uniform Standards of Professional Appraisal Practices.
- 2) As a review of an initial and update appraisal are two separate and distinct appraisal assignments, the fees must consider the complexity of each separate assignment as shown in the Provider's Fee Schedule.
- 3) Beyond delivery of the review appraisal of the initial and updated appraisal documents, the review appraiser can be called to provide preparation and testimony for any Special Meeting/Commissioners Court. For this appraisal assignment, the fee for the preparation time and testimony must be based on the hourly rate shown in the Providers Fee Schedule.
- 4) Appraisal Review reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.
- 5) It is the County's sole option to require TXDOT's form A-10 "Tabulation of Values" in the deliverable for appraisal review assignments.

EXHIBIT "B"
FEE SCHEDULE

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