

ATTACHMENT D

Appraisal Assistance Scope of Services

Contract Services

_____ (“Consultant”) shall provide appraisal services to Yolo Habitat Conservancy (“Conservancy”) staff and representatives on an as-needed basis. Specific services to be performed will be identified by written task orders provided to the Consultant by the Conservancy. Task orders may include the following services:

1. **Appraisals:** Conduct appraisals to identify the fair market value associated with potential conservation easements and/or fee title acquisitions. The types of properties requiring appraisal services will consist of a variety of land types including row crops, cultivated rice lands, rangeland, riparian corridors, wetlands, and other natural land cover types.
2. **Analysis:** Research and analysis of existing easements, entitlements, rights (e.g. water rights) and other agreements (recorded on title or not) on properties (i.e. access, power lines, roads, agricultural, conservation, scenic, severed mineral rights), title reports, survey documents, environmental reports, structural analysis, regulatory reports, lease exhibits and construction plans and drawings that may affect the value of properties being considered for purchase.
3. **Review:** Review appraisals conducted by others for completeness and to ensure that they will meet the required appraisal standards of the Yolo HCP/NCCP and funding agencies.
4. **Professional Assistance:** Advise the Conservancy on matters related to land valuation issues.

All appraisals must be completed by an individual that is licensed pursuant to the Real Estate Appraisers’ Licensing Certification Law and comply with the Uniform Standards of Professional Appraisal Practice (USPAP). Depending on the funding source of the intended acquisition, appraisals may be subject to review and approval by the California Department of General Services and/or be required to comply with the Uniform Appraisal Standards for Federal Land Acquisitions (i.e., Yellow Book) and be subject to review and approval by Department of Interior staff.

Task Orders and Rates

The Consultant shall only invoice for specific tasks associated with this Agreement that are specified in an executed Task Order. When services are needed by the Conservancy, the Consultant will be asked to provide a cost and estimated timeframe for specific appraisal services at specific location(s). Each request for services sent to the Consultant by the Conservancy will specify the work to be done and any applicable appraisal standards or grant funding requirements. The Consultant shall provide a response to a request for services that includes:

- Detailed description of work to be performed and deliverables
- Not to exceed total cost to accomplish the specified work
- Timeframe for starting specified work and duration of work from start to completion

The Conservancy will send the Consultant requests for services on an as-needed basis. The Conservancy reserves the right to select an appraiser from the qualified list of appraisers that is responsive to the request based on a variety of factors such as expertise in a specific type of property, expertise in a specific type of appraisal or appraisal standard, and ability to provide requested deliverables within a needed timeframe. If

the Consultant is selected for a specific project, the Conservancy will issue a Task Order that provides a description of the project, the cost for the specified work, and timeframe for the project.

Under most circumstances the Consultant will be providing appraisal services for a specific site on a flat-fee basis that is determined prior to the execution of a Task Order. In circumstances where the Task Order relates to providing advisory or other intermittent advisory services, the Consultant will charge an hourly rate based on the rate sheet provided below. Each Task Order will specify if it is to be paid on a flat-fee or hourly rate basis.

[Rate sheet specific to each consultant to be included in the final document]