

**ON-CALL APPRAISAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF LEE’S SUMMIT  
AND  
KELLER, CRAIG & ASSOCIATES, LLC**

THIS ON-CALL APPRAISAL SERVICES AGREEMENT (this “Agreement”) is entered into as of the Effective Date set forth below between the City of Lee’s Summit, a Missouri municipal corporation (the “City”), and Keller, Craig & Associates, LLC, a(n) a Kansas for-profit limited liability company (the “Contractor”). The City and the Contractor are sometimes referred to individually as the “Party” and collectively as the “Parties”.

RECITALS

- A. The City issued a Request for Qualifications, RFQ #2022-005 “Request for qualifications for on-call appraisal services” (the “RFQ”), a copy of which is on file with Public Works and incorporated herein by reference, seeking proposals from Contractors to provide on-call appraisal services as described in Exhibit B, attached hereto and incorporated herein by reference (the “Services”).
- B. The Contractor responded to the RFQ by submitting a proposal (the “Proposal”), attached hereto as Exhibit A and incorporated herein by reference, and the City desires to enter into an Agreement with the Contractor for the Services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Contractor hereby agree as follows:

- 1. Term of Agreement.
  - A. Initial Term. This Agreement shall be effective from the Effective Date, and remain in full force and effect for one year thereafter (the “Initial Term”), unless terminated as otherwise provided herein.
  - B. Renewal Terms. After the expiration of the Initial Term, this Agreement may automatically renew for up to four (4) successive, one-year terms (each a “Renewal Term”) if it is deemed in the best interests of the City, subject to availability and appropriation of funds for renewal in each subsequent year. The Initial Term and any Renewal Term(s) are collectively referred to herein as the “Term.” Upon renewal, the terms and conditions of this Contract shall remain in full force and effect.
- 2. Scope of Work. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. In the event Contractor is engaged to provide the Services, City and Contractor shall enter into a written memorandum of authorization describing (a) the scope of services to be provided by Contractor and City, (b) compensation to the Contractor for services to be provided, (c) required deliverables or products from the Contractor to the City, and (d) completion times for said services. The compensation to be paid Contractor pursuant to any memorandum of authorization shall be at the rates set forth in Exhibit C, attached hereto and incorporated herein by reference. In no event shall any work in excess of that described in Exhibit B be authorized by this

## EXHIBIT 2 TO ORDINANCE

Agreement without City and Contractor first entering into a written modification. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.

3. Compensation. The City shall pay Contractor for the Services (as described in Section 2, Scope of Work) at the rates for on-call appraisal services, as set forth in the Fee Schedule, attached hereto as Exhibit C and incorporated herein by reference.

The City's Public Works Department will only review fully documented requests for price increases after an Agreement has been in effect for one (1) year. Any price increase adjustment will only be made at the time of contract renewal and will be a factor in the renewal review process. The City's Public Works Department will determine whether the requested price increase or an alternate option is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract renewal.

4. Payments. The City shall pay the Contractor upon the completion of each project, based upon work performed and completed to date, and upon submission and approval of invoices. All invoices shall document and itemize all work completed to date, and shall include the Purchase Order number authorizing the transaction, if applicable, and shall be delivered to the City Accounts Payable address indicated on the face of the Purchase Order or email to ap@cityofls.net, unless otherwise specified. Each invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment. All transportation charges must be prepaid by the Contractor. If invoice is subject to a quick payment discount, the discount period will be calculated from the date of receipt of the claim Service or the/ Materials or the invoice, whichever is later.

5. Safety Plan. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration ("OSHA"), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor's sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.

6. Documents. All documents, including any intellectual property rights thereto, prepared and submitted to the City pursuant to this Agreement shall be the property of the City.

7. Contractor Personnel. Contractor shall provide adequate, experienced personnel, capable of and devoted to the successful performance of the Services under this Agreement. Contractor agrees to assign specific individuals to key positions. If deemed qualified, the Contractor is encouraged to hire City residents to fill vacant positions at all levels. Contractor agrees that, upon commencement of the Services to be performed under this Agreement, key personnel shall not be removed or replaced without prior written notice to the City. If key personnel are not available to perform the Services for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the Services than initially anticipated, Contractor shall immediately notify the City of same and shall, subject to the concurrence of the City, replace such personnel with personnel possessing substantially equal ability and qualifications.

8. Inspection; Acceptance. All work and services shall be subject to inspection and acceptance by the City at reasonable times during Contractor's performance. The Contractor shall provide and maintain a self-inspection system that is acceptable to the City.

9. Licenses; Materials. Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor. The City has no obligation to provide Contractor, its employees, or subcontractors any business registrations or

## EXHIBIT 2 TO ORDINANCE

licenses required to perform the specific services set forth in this Agreement. The City has no obligation to provide tools, equipment or material to Contractor.

10. Performance Warranty. Contractor warrants that the Services rendered will conform to the requirements of this Agreement and with the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

11. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the City and each council member, officer, director, employee or agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, fines, penalties, judgments, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever (collectively "Claims"), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the intentional, reckless, or negligent acts, misconduct, errors, directives, mistakes or omissions, in connection with the work or services of the Contractor, its officers, employees, agents, or any tier of subcontractor or person for which Contractor may be legally liable in the performance of this Agreement.

The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this Section.

12. Insurance.

12.1 General.

A. Insurer Qualifications. Without limiting any obligations or liabilities of Contractor, Contractor shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Missouri, with an AM Best, Inc. rating of A or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.

B. No Representation of Coverage Adequacy. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement, but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

C. Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name and endorse, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

D. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Agreement.

E. Primary Insurance. Contractor's insurance shall be, or be endorsed to indicate, its primary, non-contributory insurance with respect to performance of this Agreement and in the

## EXHIBIT 2 TO ORDINANCE

protection of the City as an Additional Insured. Such coverage shall be at least as broad as ISO CG 20 01 04 13.

F. Claims Made. In the event any insurance policies required by this Agreement are written on a “claims made” basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for six (6) years past completion and acceptance of the services. Such continuing coverage shall be evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the six-year period.

G. Waiver. All policies, except for Professional Liability, including Workers’ Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of Contractor. Contractor shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement.

H. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Contractor shall be solely responsible for any such deductible or self-insured retention amount.

I. Sovereign immunity. In no event shall any language or requirement in this Agreement be construed as or constitute a waiver or limitation of City’s defenses with regard to sovereign immunity, governmental immunity, or official immunity under federal or state constitutions, statutes, and/or laws.

J. Use of Subcontractors. If any work under this Agreement is subcontracted in any way, Contractor shall either cover all sub-contractors in the Contractor's liability insurance policy or execute written agreements with its subcontractors containing the indemnification provisions set forth in this Section and insurance requirements set forth herein protecting the City and Contractor. Contractor shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.

K. Notice of Claim. Contractor shall upon receipt of notice of any claim in connection with this Agreement promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability. Contractor shall also promptly notify the City of any reduction in limits of protection afforded under any policy listed in the certificate(s) of insurance in an amount such that the policy aggregate becomes less than the current statutory waiver of sovereign immunity, regardless of whether such impairment is a result of this Agreement. A breach of this provision is a material breach of the Agreement.

L. Evidence of Insurance. Prior to commencing any work or services under this Agreement, Contractor will provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Agreement, issued by Contractor’s insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. The City may reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement.

If any of the policies required by this Agreement expire during the life of this Agreement, Contractor shall forward renewal certificates and declaration page(s) to the City thirty (30) days prior to the expiration date. All certificates of insurance and declarations required by this

## EXHIBIT 2 TO ORDINANCE

Agreement shall be identified by referencing number and title of this Agreement. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without a reference to this Agreement, as applicable, will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:

- (1) The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:
  - (a) Commercial General Liability – Under Insurance Services Office, Inc., (“ISO”) Form CG 20 10 03 97 and CG 20 37 07 04, or their equivalents.
  - (b) Auto Liability – Under ISO Form CA 20 48 or equivalent.
  - (c) Excess Liability – Follow Form to underlying insurance.
- (2) Contractor’s insurance shall be primary, non-contributory insurance with respect to performance of the Agreement.
- (3) All policies, except for Professional Liability, including Workers’ Compensation, waive rights of recovery (subrogation) against City, its agents, representatives, officers, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.
- (4) ACORD certificate of insurance form 25 (2014/01) is preferred. If ACORD certificate of insurance form 25 (2001/08) is used, the phrases in the cancellation provision “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

All Certificates of Insurance shall name the City of Lee’s Summit as the certificate holder and send the certificate and any endorsements to:

City of Lee's Summit  
Attn: Public Works  
220 S.E. Green Street  
Lee's Summit, MO 64063 -2358

M. Endorsements. Contractor shall provide the City with the necessary endorsements to ensure City is provided the insurance coverage set forth in this Subsection.

### 12.2 Required Insurance Coverage.

A. Commercial General Liability. Contractor shall maintain “occurrence” form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, bodily injury, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 01 93 or equivalent thereof, including but not limited to, separation of insured’s clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, officials and employees shall be endorsed as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement forms CG 20 10 03 97 and CG 20 37 07 04, or their equivalents, which shall read “Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the

**EXHIBIT 2 TO ORDINANCE**

Schedule, but only with respect to liability arising out of “your work” for that insured by or for you.” The policy shall contain an endorsement waiving rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

B. Vehicle Liability. Contractor shall maintain Business Automobile Liability insurance with an unimpaired limit of \$1,000,000 each occurrence on Contractor’s owned, hired and non-owned vehicles assigned to or used in the performance of the Contractor’s work or services under this Agreement. Coverage will be at least as broad as ISO coverage code “1” “any auto” policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees shall be endorsed as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. The policy shall contain an endorsement waiving rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

C. Workers’ Compensation Insurance. Contractor shall maintain Workers’ Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Contractor’s employees engaged in the performance of work or services under this Agreement and shall also maintain Employers Liability Insurance with an unimpaired limit of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit. The policy shall contain an endorsement waiving rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees.

D. Professional Liability. If this Agreement is the subject of any professional services or work, or if the Contractor engages in any professional services or work in any way related to performing the work under this Agreement, the Contractor shall maintain Professional Liability insurance covering negligent errors and omissions arising out of the Services performed by the Contractor, or anyone employed by the Contractor, or anyone for whose negligent acts, mistakes, errors and omissions the Contractor is legally liable, with an liability insurance limit of \$1,000,000 each claim and \$2,000,000 annual aggregate.

The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of the City in the care, custody, or control of Contractor.

12.3 Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or be materially changed without thirty (30) days’ prior written notice to the City.

13. Termination; Cancellation.

13.1 For City’s Convenience. This Agreement is for the convenience of the City and, as such, may be terminated without cause after receipt by Contractor of written notice by the City. The Notice of Termination shall specify the effective date of termination, which shall be not less than five (5) calendar days from the date the notice is personally delivered or ten (10) days from the date the Notice of Termination is sent by another method. Upon termination for convenience, Contractor shall be paid, for all undisputed materials or services that were delivered prior to the termination date.

## EXHIBIT 2 TO ORDINANCE

13.2 For Cause. If either Party fails to perform any obligation pursuant to this Agreement and such Party fails to cure its nonperformance within thirty (30) calendar days after notice of nonperformance is given by the non-defaulting Party, such Party will be in default. In the event of such default, the non-defaulting Party may terminate this Agreement immediately for cause and will have all remedies that are available to it at law or in equity including, without limitation, the remedy of specific performance. If the nature of the defaulting Party's nonperformance is such that it cannot reasonably be cured within thirty (30) calendar days, then the defaulting Party will have such additional periods of time as may be reasonably necessary under the circumstances, provided the defaulting Party immediately (1) provides written notice to the non-defaulting Party and (2) commences to cure its nonperformance and thereafter diligently continues to completion the cure of its nonperformance. In no event shall any such cure period exceed ninety (90) calendar days. In the event of such termination for cause, payment shall be made by the City to the Contractor for the undisputed portion of its fee due as of the termination date.

The City shall have the right to declare the Contractor in default for the following reasons, which set forth examples, but are not the only reasons the Contractor may be declared in default:

- A. Upon a breach by the Contractor of a material term or condition of this Contract, including unsatisfactory performance of the services;
- B. Upon insolvency or the commencement of any proceeding by or against the Contractor, either voluntarily or involuntarily, under the Bankruptcy Code or relating to the insolvency, receivership, liquidation, or composition of the Contractor for the benefit of creditors;
- C. If the Contractor refuses or fails to proceed with the services under the Contract when and as directed by the City;
- D. If the Contractor or any of its officers, directors, partners, five percent (5%) or greater shareholders, principals, or other employee or person substantially involved in its activities are indicted or convicted after execution of the Contract under any state or federal law of any of the following:
  - 1. a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract;
  - 2. fraud, embezzlement, theft, bribery, forgery, falsification, or destruction of records, or receiving stolen property;
  - 3. a criminal violation of any state or federal antitrust law;
  - 4. violation of the Racketeer Influence and Corrupt Organization Act, 18 U.S.C. § 1961 et seq., or the Mail Fraud Act, 18 U.S.C. § 1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
  - 5. conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any statute described in subparagraph (d) above; or
  - 6. an offense indicating a lack of business integrity that seriously and directly affects responsibility as a City contractor.
- E. If the Contractor or any of its officers, directors, partners, five percent (5%) or greater shareholders, principals, or other employee or person substantially involved in its activities are subject to a judgment of civil liability under any state or federal antitrust law for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

F. If the Contractor or any of its officers, directors, partners, five percent (5%) or greater shareholders, principals, or other employee or person substantially involved in its activities makes or causes to be made any false, deceptive, or fraudulent material statement, or fail to make a required material statement in any bid, proposal, or application for City or other government work.

13.3 Gratuities. The City may, by written notice to the Contractor, cancel this Agreement if it is found by the City that gratuities, in the form of economic opportunity, future employment, entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor to any officer, agent or employee of the City for the purpose of securing this Agreement. In the event this Agreement is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover and withhold from the Contractor an amount equal to 150% of the gratuity.

13.4 Agreement Subject to Appropriation. The City is obligated only to pay its obligations set forth in the Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the City's then current fiscal year. The City's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the City concerning budgeted purposes and appropriation of funds. Should the City elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the City shall be relieved of any subsequent obligation under this Agreement. The Parties agree that the City has no obligation or duty of good faith to budget or appropriate the payment of the City's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which the Agreement is executed and delivered. The City shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The City shall keep Contractor informed as to the availability of funds for this Agreement. The obligation of the City to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the City. Contractor hereby waives any and all rights to bring any claim against the City from or relating in any way to the City's termination of this Agreement pursuant to this section.

13.5 Conflict of Interest. No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Agreement, and any violation of this provision renders the Agreement void. The parties shall comply with all federal conflict of interest statutes and regulations, and all applicable provisions of §§ 105.450, *et. seq.* RSMo. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services to be performed under this Agreement. Contractor further covenants that in the performance of this Agreement no person having such interest shall be employed.

14. Miscellaneous.

14.1 Independent Contractor. It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. Contractor acknowledges and agrees that all services provided under this Agreement are being provided as an independent contractor, not as an employee or agent of the City. Contractor, its employees and subcontractors are not entitled to workers' compensation benefits from the City. The City does not have the authority to supervise or control the actual work of Contractor, its employees or subcontractors. Contractor is neither prohibited from entering into other contracts nor prohibited from



practicing its profession elsewhere. City and Contractor do not intend to nor will they combine business operations under this Agreement.

14.2 Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Missouri, and a suit pertaining to this Agreement may be brought only in courts in eastern Jackson County, Missouri. The Parties expressly and irrevocably consent to the exclusive jurisdiction and venue of such courts and expressly waive the right to transfer or remove any such action.

14.3 Laws and Regulations. Contractor shall comply with all federal, state, and local laws, regulations, and ordinances applicable to its performance under this Agreement. The Contractor shall include similar requirements of all subcontractors in Agreements entered for performance of Contractor's obligations under this Agreement. Contractor shall keep fully informed and shall at all times during the performance of its duties under this Agreement ensure that it and any person for whom the Contractor is responsible abides by, and remains in compliance with, all rules, regulations, ordinances, statutes or laws affecting the Services, including, but not limited to, the following: (1) existing and future City and County ordinances and regulations; (2) existing and future State and Federal laws and regulations; and (C) existing and future Occupational Safety and Health Administration standards.

14.4 Amendments. This Agreement may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.

14.5 Provisions Required by Law. Each and every provision of law and any clause required by law to be in the Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, the Agreement will promptly be physically amended to make such insertion or correction.

14.6 Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.

14.7 Entire Agreement; Interpretation; Parol Evidence. This Agreement represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by this Agreement. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the Party drafting the Agreement. The Parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Agreement.

14.8 Assignment; Delegation. No right or interest in this Agreement shall be assigned or delegated by Contractor without prior, written permission of the City, signed by the City Administrator. Any attempted assignment or delegation by Contractor in violation of this provision shall be a breach of this Agreement by Contractor. The requirements of this Agreement are binding upon the heirs, executors, administrators, successors, and assigns of both Parties.

14.9 Subcontracts. No subcontract shall be entered into by the Contractor with any other Party to furnish any of the material or services specified herein without the prior written and signed approval of the City. The Contractor is responsible for performance under this Agreement whether or not subcontractors are used. Failure to pay subcontractors in a timely manner pursuant to any subcontract shall be a material breach of this Agreement by Contractor.

EXHIBIT 2 TO ORDINANCE

14.10 Rights and Remedies. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Agreement. The failure of the City to insist upon the strict performance of any term or condition of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the City's acceptance of and payment for services, shall not release the Contractor from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Agreement.

14.11 Offset for Damages. In addition to all other remedies at law or equity, the City may offset from any money due to the Contractor any amounts Contractor owes to the City for damages resulting from breach or deficiencies in performance or breach of any obligation under this Agreement.

14.12 Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (1) delivered to the Party at the address set forth below, (2) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (3) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the City: City of Lee's Summit  
220 SE Green St  
Lee's Summit, Missouri 64063  
Attn: Public Works Department

With copy to: City of Lee's Summit  
220 SE Green St  
Lee's Summit, Missouri 64063  
Attn: City Attorney's Office

If to Contractor: Keller, Craig & Associates  
6701 W. 64<sup>th</sup> Street, Suite 310, Overland Park, Kansas 66202  
Attn: Daniel Frazee

or at such other address, and to the attention of such other person or officer, as any Party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (1) when delivered to the Party, (2) three (3) business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (3) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a Party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a Party shall mean and refer to the date on which the Party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

14.13 Force Majeure. The Parties shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering, or performing for reasons beyond the Parties' reasonable control, including without limitation, by act of God, public health emergency, natural disaster fire, strike, loss or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, and any other events or circumstances beyond the reasonable control of the party, when satisfactory evidence is presented to the City, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the Party not performing.

14.14 Confidentiality of Records. The Contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of ensuring that information contained in its records or obtained from the City or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform Contractor's duties under this Agreement. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Contractor as needed for the performance of duties under this Agreement. Contractor shall ensure its subcontractors are aware of and comply with this provision.

14.15 Information Technology

A. Limited Access. If necessary for the fulfillment of the Contract, the City may provide the Contractor with non-exclusive, limited access to the City's information technology infrastructure. The Contractor understands and agrees to abide by all the City policies, standards, regulations and restrictions regarding access and usage of the City's information technology infrastructure. The Contractor shall enforce all such policies, standards, regulations and restrictions with all the Contractor's employees, agents or any tier of subcontractor granted access in the performance of this Contract, and shall be granted and authorize only such access as may be necessary for the purpose of fulfilling the requirements of the Contract.

B. Data Confidentiality: All data, regardless of form, including originals, images and reproductions, prepared by, obtained by or transmitted to the Contractor in connection with this Contract is confidential, proprietary information owned by the City. Except as specifically provided in this Contract, the Contractor shall not, without the prior, written consent of the City Manager or authorized designee, (A) disclose data generated in the performance of the Services to any third party or (B) use City data and information.

C. Data Security. Personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. At a minimum, the Contractor must encrypt and/or password-protect electronic files. This includes data saved to laptop computers, computerized devices or removable storage devices. When personal identifying information, financial account information, or restricted City information, regardless of its format, is no longer necessary or this Contract is terminated (whichever occurs first), the information must be redacted or destroyed through appropriate and secure methods that ensure the information cannot be viewed, accessed or reconstructed. Before the information discussed in this subsection is destroyed, the Contractor shall send a copy of such information to the City in a format specified by the City.

D. Compromised Security. In the event that data collected or obtained by the Contractor in connection with this Contract is believed to have been compromised, the Contractor shall notify the City Manager, or authorized designee, immediately. The Contractor agrees to reimburse the City for any costs incurred by the City to investigate potential breaches of this data and, where applicable, the cost of notifying individuals who may be impacted by the breach.

E. Permitted Access. The Contractor's employees, agents and subcontractors must receive prior, written approval from the City before being granted access to the City's information technology infrastructure and data and the City, in its sole determination, shall determine accessibility and limitations thereto. The Contractor agrees that the requirements of this Section shall be incorporated into all subcontractor/subcontractor contracts entered into by the Contractor. It is further agreed that a violation of this Section shall be deemed to cause irreparable

harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Contract without notice.

F. Cessation of Operation or Support. If Contractor ceases to operate, ends support of, or otherwise divests its interest in the software and materials for which it is contracted by the City and does not assign its service obligations according to these Terms and Conditions, the Contractor shall provide the City a copy of current source code. The City agrees it shall only use the source code to support its internal use of the software.

G. Disengagement. In the event the Contract is terminated by either party, Contractor agrees to confer back to the City all of its data, in usable and normalized format, within 30 calendar days of notice of termination. There shall be no charge for the return of City data to the City.

H. Survival. The obligations of the Contractor under this Section shall survive the termination of this Contract.

14.16 Work Authorization/E-verify. Pursuant § 285.530, RSMo., if Agreement exceeds five thousand dollars (\$5,000.00), Contractor warrants and affirms to the City that (i) Contractor is enrolled and participates in a federal work authorization program with respect to the employees working in connection with the contracted services and (ii) Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Contractor shall swear to and sign an affidavit declaring such affirmation, and provide the City with supporting documentation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The required documentation must be from the federal work authorization program provider (e.g. the electronic signature page from the E-Verify program's Memorandum of Understanding); a letter from Contractor reciting compliance is not sufficient.

14.17 Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the terms of this Agreement, the Scope of Work, any City-approved Purchase Order or memorandum of authorization, the Fee Schedule, the RFQ and the Contractor's Proposal, the documents shall govern in the order listed herein.

Notwithstanding the foregoing, unauthorized exceptions, conditions, limitations or provisions in conflict with the terms of this Agreement (collectively, the "Unauthorized Conditions"), other than the City's project-specific quantities, configurations or delivery dates, are expressly declared void and shall be of no force and effect. Acceptance by the City of any invoice containing any such Unauthorized Conditions or failure to demand full compliance with the terms and conditions set forth in this Contract shall not alter or relieve Contractor from, nor be construed or deemed a waiver of, its requirements and obligations in the performance of this Agreement. If the Agreement is renewed pursuant to Section 1 above and such renewal includes any conflicting terms, other than price, those terms will be null and void unless amended as set forth in this Agreement.

14.18 Non-Exclusive Agreement. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods and services from another source when necessary.

14.19 Prevailing Wages. Pursuant to RSMo. § 290.230.5, if this Agreement exceeds seventy-five thousand dollars (\$75,000.00) and involves construction of public works, Contractor shall all its workers the prevailing hourly rate of wages for work of a similar character in Lee's Summit. If there is a dispute whether this Agreement is subject to prevailing wages as required by RSMo. § 290.210, et. seq., the City's determination shall control.

**EXHIBIT 2 TO ORDINANCE**

14.20 Cooperative Purchasing. Contractor, by submitting a proposal to the RFQ, acknowledges that other specific eligible political subdivisions and nonprofit institutions (“Eligible Procurement Unit(s)”) are permitted to utilize procurement agreements developed by the City, at their discretion and with the agreement of the awarded Contractor. Contractor may, at its sole discretion, accept orders from Eligible Procurement Unit(s) for the purchase of the materials and/or services at the prices and under the terms and conditions of this Agreement, in such quantities and configurations as may be agreed upon between the Parties. All cooperative procurements under this Agreement shall be transacted solely between the requesting Eligible Procurement Unit and Contractor. Payment for such purchases will be the sole responsibility of the Eligible Procurement Unit. The exercise of any rights, responsibilities or remedies by the Eligible Procurement Unit shall be the exclusive obligation of such unit. The City assumes no responsibility for payment, performance or any liability or obligation associated with any cooperative procurement under this Agreement. The City shall not be responsible for any disputes arising out of transactions made by others.

14.21 Time of the Essence. Time is of the essence in this Agreement. Unless otherwise specifically provided, any consent to delay in Contractor's performance of its obligation is applicable only to the particular transaction to which it relates, and is not applicable to any other obligation or transaction.

14.22 Signatory Authority. Each person signing this Agreement represents that such person has the requisite authority to execute this Agreement on behalf of the entity the person represents and that all necessary formalities have been met.

14.23 E-Signature and Counterparts. The Parties agree that this Agreement may be signed in two or more counterparts and/or signed electronically, and all such counterparts together shall constitute one and the same contract; such signatures shall bind the signing party in the same manner as if a handwritten signature had been delivered.

14.24 Anti-Discrimination Against Israel Act. If this Agreement has a total potential value of \$100,000 or more and Contractor has 10 or more employees, the following applies. Pursuant to Section 34.600, RSMo and to the fullest extent permitted by law, Contractor certifies that Contractor is not engaged in a boycott of Israel as of the Effective Date of this Agreement, and agrees for the duration of this Agreement to not engage in a boycott of Israel as defined in Section 34.600, RSMo

[SIGNATURES ON FOLLOWING PAGES]

**EXHIBIT 2 TO ORDINANCE**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 2021 (“Effective Date”).

**CITY OF LEE’S SUMMIT**

Keller, Craig & Associates, LLC

\_\_\_\_\_  
Stephen A. Arbo, City Manager

By Daniel W. Frazee  
Print Name Daniel Frazee

**ATTEST:**

Title Vice President

\_\_\_\_\_  
Trisha Fowler Arcuri, City Clerk

Date 8/30/21

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Scott Ison,  
Chief Counsel of Infrastructure and Recreation

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT A  
TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF LEE'S SUMMIT  
AND  
KELLER, CRAIG & ASSOCIATES, LLC**

[Contractor's Proposal]

See following pages.

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT A**

**REQUEST FOR QUALIFICATIONS FOR  
ON-CALL PROPERTY APPRAISAL SERVICES  
RFQ NO: 2022-005  
FOR  
CITY OF LEE'S SUMMIT, PUBLIC WORKS DEPARTMENT**

PREPARED BY:

Daniel Frazee, MAI  
Vice President  
Keller, Craig & Associates  
(913) 808-2462  
dfrazee@kellercraig.com



EXHIBIT A



Kansas City Office  
6701 W 64<sup>th</sup> Street, Suite 310,  
Overland Park, KS 66202

Lawrence Office  
120 E 9<sup>th</sup> Street Suite. 201,  
Lawrence, KS 66044

[www.KellerCraig.com](http://www.KellerCraig.com)  
P: 913-362-3222

August 18, 2021

Mr. Curt Powelson, Right of Way Agent  
City of Lee's Summit, Public Works Department  
220 S.E. Green Street  
Lee's Summit, MO 64063

Re: Request for Qualifications for On-Call Property Appraisal Services - RFQ NO: 2022-005

Dear Mr. Powelson:

Please accept the following qualifications and experience to perform initial and review appraisal services for the city of Lee's Summit. Keller, Craig & Associates is a full service real estate appraising and consulting firm, serving clients nationwide with special expertise in Kansas, Missouri and the Greater Kansas City Metropolitan Area. Our firm has 16 commercial appraisers with experience in residential, commercial, litigation, government projects and real estate studies.

Key members of our organization include Daniel Frazee, MAI and Matt Speer, MAI. Both Daniel and Matt are Members of the Appraisal Institute. Matt has served as past president of the Kansas City Chapter of the Appraisal Institute while Daniel is currently the vice president.

We have attached a list of our experience with similar projects and clients, along with our resumes. If you have any questions, please do not hesitate to contact me.

Daniel Frazee, MAI  
Keller, Craig & Associates, Inc.  
Vice President|Partner  
(913) 808-2462  
dfrazee@kellercraig.com

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT A**

**EXPERIENCE AND AVAILABILITY OF KEY PERSONNEL**

Mr. Daniel Frazee, MAI  
Keller, Craig & Associates, Inc.  
6701 W. 64<sup>th</sup> Street, Suite 310  
Overland Park, Kansas 66202

Mr. Matt Speer, MAI  
Keller, Craig & Associates, Inc.  
6701 W. 64<sup>th</sup> Street, Suite 310  
Overland Park, Kansas 66202

Resumes of principals are included in the addendum.

**PROJECT APPROACH, WORK PLAN, AND TYPICAL RESPONSE TIMES FOR  
VARIOUS TYPES OF APPRAISALS**

Keller Craig & Associates has a team of 16 commercial appraisers including 7 MAIs. Teams are assembled on a project by project basis. All work will be reviewed and signed by either Daniel Frazee, MAI or Matt Speer, MAI. Please refer to our web site at [kellercraig.com](http://kellercraig.com) for more information about our firm. Our typical response time is 30 days for individual assignments but we are large enough to be flexible and will work to meet our clients' deadlines.

**NOTABLE CLIENTS**

City of Lee's Summit  
City of Kansas City  
City of Riverside  
City of Smithville  
City of Maryville  
Clay County  
Platte County  
MODOT  
KDOT

EXHIBIT 2 TO ORDINANCE

EXHIBIT A

EXPERIENCE WITH SIMILAR PROJECTS AND CLIENTS

Past Agency Appraisal Experience in the Area				
Date	Property Name	City	State	Client
2021	Industrial Property	Emporia	KS	State Agency
2021	Office Building	Kansas City	KS	County Agency
2021	Retail Building	Kansas City	KS	County Agency
2021	Retail Building	Kansas City	KS	County Agency
2021	Industrial Property	Baldwin City	KS	City Agency
2021	Vacant Land	Lee's Summit	KS	City Agency
2021	Vacant Land	Edgerton	KS	State Agency
2020	Vacant Land	Kansas City	MO	City Agency
2020	Vacant Land	Louisburg	KS	State Agency
2020	Vacant Land	Paola	KS	State Agency
2019	Vacant Land	Troy	KS	Legal Counsel
2019	Vacant Land	Craig	MO	Legal Counsel
2019	Vacant Land	Rushville	MO	Legal Counsel
2019	Market Research	Various	Various	Legal Counsel
2019	Office Building	Wichita	KS	Federal Agency
2019	Office Building	Topeka	KS	Federal Agency
2019	Office Building	Kansas City	KS	Federal Agency
2019	Office Building	Saint Louis	MO	Federal Agency
2019	Office Building	Hannibal	MO	Federal Agency
2019	Hotel	Independence	MO	Federal Agency
2018	Apartment Building	Kansas City	MO	Federal Agency
2017	Vacant Land	Lakewood	CO	Federal Agency
2017	Vacant Land	Berryton	KS	Federal Agency
2017	Vacant Land	Kansas City	MO	City Agency
2017	Industrial Property	Kansas City	MO	Federal Agency
2016	Vacant Land	Kansas City	MO	Federal Agency
2016	Vacant Land	St. Louis	MO	Federal Agency
2016	Former Radar Installation	Limon	CO	Federal Agency
2015	Office Building	Manhattan	KS	State Agency
2015	Vacant Land	Topeka	KS	State Agency
2015	Office Building	Kansas City	KS	State Agency
2015	Vacant Land	Fenton	MO	Federal Agency
2015	Vacant Land	St Louis	MO	Federal Agency
2015	Vacant Land	St Louis	MO	Federal Agency
2015	Corporate Camps	St Louis	MO	Federal Agency
2015	Vacant Land	Scott AFB	IL	Federal Agency
2015	Office Building	Kansas City	MO	Federal Agency
2015	Office Building	Manhattan	MO	State Agency
2015	Religious Institution	Manhattan	MO	State Agency
2015	Medical Office Building	Chanute	KS	State Agency
2014	Medical Office Building	Junction City	KS	Federal Agency
2014	Office Building	Lincoln	NE	Federal Agency
2014	Office Building	Omaha	NE	Federal Agency
2014	Office Building	North Platte	NE	Federal Agency
2014	Former NIKE Missile Complex	Lone Jack	MO	Federal Agency

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT A**

**ADDENDUM**

**Daniel W. Frazee, MAI**

Phone: (913) 270-8500 Cell: (816) 277-5848  
dfrazee@kellercraig.com

Real Estate Appraiser

**WORK EXPERIENCE**

Keller, Craig & Associates  
Vice President | Partner  
2019 to the present

Bliss Associates, LLC  
Senior Appraiser  
2008-2018

Hopkins Appraisal Services  
Associate Appraiser  
2007-2008

**PROFESSIONAL DESIGNATIONS/CERTIFICATIONS**

Appraisal Institute – Designated Member No. 488338 (MAI)

Certified General Real Property Appraiser:  
Kansas: G-2716  
Missouri: 2009024916  
Nebraska: CG2016007R

**EDUCATION**

Missouri State University – Bachelor of Science – Finance, Emphasis in Real Estate, Minor in  
Economics

**CIVIC GROUPS**

Vice President of  
Greater Kansas City Chapter, Appraisal Institute

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT A**

**MATT SPEER, MAI**

mspeer@kellercraig.com

Real Estate Appraiser • Consultant

**WORK EXPERIENCE**

Keller, Craig & Associates, Overland Park, Kansas,  
Vice President | Partner  
2019 to Present

Keller, Craig & Associates, Overland Park, Kansas,  
Senior Appraiser  
2014 to 2019

Keller & Associates, Lawrence, Kansas,  
Associate Appraiser  
2009-2014

**EDUCATION**

University of Kansas, BS in Business Administration, 2009

Certified General Real Property Appraiser, Kansas (G-2925)  
Certified General Real Property Appraiser, Missouri (2014034355)

Holds MAI Designation from the Appraisal Institute  
Date acquired (November 16, 2016)

**VALUATION EXPERIENCE**

Commercial properties including retail, office, industrial,  
hotel/motel, and apartments.

Land including commercial land, rural/urban development  
land, and large acreage tracts. Residential properties including single family  
and multi-family properties.

Before and After Appraisals for Eminent Domain proceedings

2019 President for the Kansas City Chapter of the Appraisal Institute

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT B  
TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF LEE'S SUMMIT  
AND  
KELLER, CRAIG & ASSOCIATES, LLC**

**SCOPE OF SERVICES TO BE PROVIDED BY CONTRACTOR**

Contractor shall provide the following services to the City on an as-needed basis:

- Perform real estate appraisals for the purpose of market value. All appraisals must be performed in accordance with the *Uniform Standards of Professional Appraisal Practice*.
- Provide appraisals for local, state and federally funded projects.
- Provide review appraisals for local, state and federally funded projects.
- Negotiate and acquire right-of-way, easements and fee simple property.
- Provide expert testimony in eminent domain cases, as required.

**EXHIBIT 2 TO ORDINANCE**

**EXHIBIT C  
TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF LEE'S SUMMIT  
AND  
KELLER, CRAIG & ASSOCIATES, LLC  
[Fee Schedule]**

See following page(s).

EXHIBIT 2 TO ORDINANCE

EXHIBIT C



**KELLER, CRAIG  
& ASSOCIATES**

REAL ESTATE APPRAISERS & CONSULTANTS

Kansas City Office  
6701 W 64<sup>th</sup> Street, Suite 310,  
Overland Park, KS 66202

Lawrence Office  
120 E 9<sup>th</sup> Street Suite. 201,  
Lawrence, KS 66044

[www.KellerCraig.com](http://www.KellerCraig.com)  
P: 913-362-3222

Appraisal Type (Definitions on following page)	Tracts Per Project			
	Base Price	1-3	4-6	7+
<b>Payment Estimate Form/Waiver Valuation</b>				
Land	\$750	\$750	\$675	\$600
<b>Value Finder/Short Form No Inspection with Owner</b>				
Single Family/Duplex/Residential/Land	\$1,250	\$1,250	\$1,125	\$1,000
Apartment Land/Commercial Land/Improved	\$2,250	\$2,250	\$2,025	\$1,800
<b>Standard Full Inspection with Owners</b>				
Single Family/Duplex/Residential/Land	\$2,500	\$2,500	\$2,250	\$2,000
Apartment/Commercial Improvements	\$3,000	\$3,000	\$2,700	\$2,400
<b>Review of Value Finder/Short Form</b>				
Single Family/Duplex/Residential/Ag Land	\$800	\$800	\$720	\$640
Apartment Land/Commercial Land/Improved	\$1,125	\$1,125	\$1,013	\$900
<b>Review of Standard Report</b>				
Single Family/Duplex/Residential/Ag Land	\$1,000	\$1,000	\$900	\$800
Apartment/Commercial	\$2,000	\$2,000	\$1,800	\$1,600
Expert Rate/Pretrial Testimony	\$300 Per hour			



**EXHIBIT 2 TO ORDINANCE  
EXHIBIT C**

**236.6.3.3 Waiver Valuation (No meeting/contact with owner)**

The purpose of the appraisal waiver provision is to provide a technique to avoid the costs and time delay associated with appraisal requirements for low-value, non-complex acquisitions. The intent is that non-appraisers and appraisers in training may make waiver valuations. The district right of way manager or assistant right of way manager certified makes a determination to use the waiver valuation.

Waiver valuations are not appraisals as defined by the Uniform Act and 49 CFR; (49 CFR 24.102 (c)) therefore, appraisal performance requirements or standards, regardless of their source, are not required for waiver valuations. Since waiver valuations are not appraisals, neither is there a requirement for an appraisal review. The definition of "appraisal" in the Uniform Act and appraisal waiver provisions of the Uniform Act and 49 CFR are Federal law and public policy and should be considered as such when determining the impact of appraisal requirements levied by others, including USPAP.

Use of the Waiver Valuation is allowed when the acquisition is simple and \$10,000 or less. Fence re-establishment costs, whether improvement acquired or allocated to damages, may be excluded from this limit. No other cost to cure elements may be excluded from the limit.

Limitations to the intended use of the Waiver Valuation include:

- land value is easily determined,
- only nominal structural improvements are acquired,
- only nominal access rights are acquired
- other than fence, costs to cure cannot make the total compensation exceed \$10,000
- there are no apparent damages to the remainder – other than simple easements, access rights of nominal impact and creation of nominal uneconomic remnants

**236.6.3.2 Value Finding Appraisal Format (No meeting/contact with owner)**

Use of the Value Finding Appraisal Format (Form 236.6.3.2) is allowed when:

- the acquisition is simple
- fair market value can adequately be estimated by the sales comparison approach with only minor adjustments
- damage to the remainder can be measured by the cost to cure or is consequential damage not exceeding \$10,000 per element of damage, unless authorized by a policy waiver from Right of Way Section. Damages due to simple strip permanent or temporary easements and cost to cure items when valued by a reliable cost manual or contractors' estimate are not subject to the \$10,000 damage limit in the value finding format.
- the highest and best use is the present use and is not materially affected by the acquisition. Change in highest and best use resulting from a nominal uneconomic remnant is allowed in this format.

Use of the Value Finding Appraisal Format, Form 236.6.3.2 is not allowed:

- when there is consequential damage exceeding \$10,000 to a structural improvement, unless authorized by a policy waiver from Right of Way Section (see EPG 236.3.1.D Damages).
- when residences are to be acquired, unless authorized by a policy waiver from Right of Way Section.

## EXHIBIT 2 TO ORDINANCE

### EXHIBIT C

#### **236.6.3.1 Standard Appraisal Format (Meet with owner)**

Use of the Standard Appraisal Format (Form 236.6.3.1) is required when:

- the appraisal problems are judged complex
- the highest and best use of a property as improved is different than the highest and best use as if vacant
- residential or other major improvements are acquired, unless use of the URAR appraisal is specified.
- there is a change in the highest and best use after the acquisition.