

# TOWN OF EATONVILLE

## Agenda Staff Report

Agenda Item No.: \_\_\_\_\_ Meeting Date: September 12, 2016

Subject: A Resolution to approve a professional services agreement with Appraisal Reviews Northwest, LLC for appraisal review services. Prepared by: Kathy Linnemeyer

Atty Routing No: \_\_\_\_\_

Atty Review Date: \_\_\_\_\_

**Summary:** On August 25, 2011 the Town entered into a Local Agency Agreement with the Washington State Department of Transportation for the SR 161 Washington Avenue North Corridor Streetscape and Design Project. The primary goal of the project was to provide and upgrade the pedestrian features and amenities from the intersection of Lynch Creek Road / SR 161 and Center Street / SR 161 as well as to provide architectural and landscape amenities throughout the corridor. The initial estimated total project cost was \$246,891.82. The project is funded by the Town and federal grant funds. KPG, P.S. is the contractor performing the work.

The Town desires to continue providing streetscape/sidewalk improvements to the Washington Avenue North (SR 161) in the center of downtown. This phase of the project will provide for the construction of needed infrastructure and streetscape improvements that will assist in revitalizing the commercial area, including pedestrian improvements for safety.

Right-of-way appraisals on three properties are needed to accomplish the right-of-way negotiation phase of this project. KPG will hire the services of Cascade Right-of-Way Services, Inc. (CRS) to complete the appraisals.

A full review of the appraisals are needed to accomplish the right-of-way phase for this project.

Phone interviews were held with three qualified consultants for appraisal review services, who were selected from the Town's small works roster and the WSDOT approved appraisal list.

**Recommendation:** Staff recommends the adoption of Resolution No. 2016-U, approving a professional services agreement with Appraisal Reviews Northwest, LLC for Appraisal Review Services.

**Motion for consideration:** I move to adopt Resolution No. 2016-U, approving professional services agreement with Appraisal Reviews Northwest, LLC.

**Attachments:** Proposed Resolution No. 2016-U and Professional Services Agreement

**RESOLUTION NO. 2016-U**

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,  
APPROVING A PROFESSIONAL SERVICE AGREEMENT WITH  
APPRIASAL REVIEWS NORTHWEST, LLC FOR APPRAISAL REVIEW  
SERVICES**

**WHEREAS**, On August 25, 2011 the Town entered into a Local Agency Agreement with the Washington State Department of Transportation for the SR 161 Washington Avenue North Corridor Streetscape and Design Project. The primary goal of the project was to provide and upgrade the pedestrian features and amenities from the intersection of Lynch Creek Road / SR 161 and Center Street / SR 161 as well as to provide architectural and landscape amenities throughout the corridor. The initial estimated total project cost was \$246,891.82. The project is funded by the Town and federal grant funds. KPG, P.S. is the contractor performing the work; and

**WHEREAS**, Right-of-way acquisition services are needed to accomplish this phase of the project. Supplemental Agreement Number 4, with KPG, P.S. included the right-of-way acquisition services, which are being performed by Cascade Right-of-Way Services, Inc; and

**WHEREAS**, negotiations of the right-of-way acquisitions have stalled and a full appraisal with review are needed to accomplish the right-of-way negotiation phase of this project; and

**WHEREAS**, the Town held phone interviews with three qualified consultants on the Town's small works roster and WSDOT approved list, to review the right-of-way appraisal's; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,  
HEREBY RESOLVES AS FOLLOWS:**

**THAT:** The Professional Service Agreement between Appraisal Reviews Northwest, LLC and the Town of Eatonville for appraisal review services in the amount of \$2,400 plus sales tax is hereby approved and the Mayor is authorized to sign the same. A copy of the agreement is attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 12<sup>th</sup> day of September 2016.

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Mike Schaub, Mayor

ATTEST:

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Kathy Linnemeyer, Town Clerk

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# Professional Service Agreement

**Project:** Streetscape Phase 1, Three Desk Appraisal Reviews

**Scope of Work:** Three Appraisal Review Reports (WSDOT Form RES 214A) on three separate appraisals to be completed by September 18, 2016 conducted by Christina Fagemes representing Cascade Right-of-Way Services, Inc. The appraisal reviews shall be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), and WA State Department of Transportation (WSDOT) standards. A copy of the standard Assumptions and Limiting Conditions that the appraisal review reports will be made subject to is available upon request.

**Intended Use/Users:** For compliance purposes. Intended users are limited to Town of Eatonville, WSDOT, and persons specifically authorized by the Client for the indicated purpose and intended use.

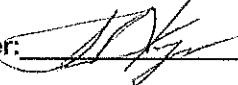
**Professional Fee:** \$2,400

**Retainer:** None

**Delivery:** Typically within 5 business days of appraisal receipt.

**Work Order Change:** Any substantive change to the scope of work in the assignment are to be mutually agreed upon; in writing, and professional fee set forth above will be adjusted accordingly if needed.

**Liability:** Appraisal Reviews Northwest, LLC's responsibilities rendered are limited to the client, and its liability is limited to the fee actually received for the appraisal services requested herein.

**Appraiser:** I, Shawn D. Kyes, a representative of Appraisal Reviews Northwest, LLC, agree to the above terms, assuming the Professional Service Agreement is agreed upon and returned within 10 business days.  
Date: 8/24/2016 Appraiser: 

**Client:** I, Mike Schaub, Mayor agree to the above stated terms and authorize Appraisal Reviews Northwest, LLC to provide cited professional services.  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_