

4L2.1 - Appraisal Review:

Appraisal Reviewer:

The Consultant will be specialized in appraisal review. The Department Project Manager (PM) and Right of Way Project Lead (ROW Lead) will delegate work assignments, monitor quality of work and will provide input on performance. The Consultant will provide consultation, make recommendations, give appropriate advice, and perform the necessary services.

Task 1 Appraisal Review Requirements and Standards:

- The Appraisal Review Report(s) will be completed in compliance with the current or most recent Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, the Uniform Act, C.F.R. 24.104, UDOT Supplemental Appraisal Standards, the UDOT Right of Way Operation Manual and any other guidelines provided to the appraiser by UDOT.
- The Appraisal Review Report(s) shall be completed as an independent service as defined by the Utah Real Estate Appraiser Registration and Certification Act. This is to be an independent review of the Appraisal Report. The Appraisal Review Report(s) shall be signed by the primary reviewer. All persons who provide significant professional assistance in the preparation and analysis used by the appraiser in the report shall be identified.

Task 2 Appraisal Review Report Specifics:

- An original copy of the Appraisal Review Report shall be prepared and delivered to UDOT. An electronic copy of the report including exhibits shall be emailed to the ROW Lead and cc'd to the Project Coordinator.

Note: If the Appraiser is working on a parcel that will not be acquired under the threat of eminent domain, the appraisal must include a paragraph in the report that states “this is an arm’s length transaction not under the threat of eminent domain” (i.e., *this appraisal is for a voluntary transaction between willing buyer and willing seller. In the event that the parties cannot agree upon a purchase price, UDOT will not proceed to condemnation. The possible acquisition of the property by UDOT represents a market transaction that is not under the threat of condemnation*).

Task 3 General:

Change Procedures:

- Changes to completed, or partially completed, work products that may require a change to the project scope, schedule or budget, must be brought to the attention of the Department (PM and ROW Lead).
- Completion delays beyond the control of the Consultant or delays resulting from the actions of the Department may require a renegotiated due date. The Consultant shall provide prompt written notice of unexpected conditions or other reasons that might cause a delay to the Department (PM and ROW Lead).

Task 4 Project Requirements / Document Naming Conventions:

- Assignments will not be considered complete until UDOT (ROW Lead and Project Coordinator) receives an electronic copy of the appraisal file named with the proper naming convention (as found in the current UDOT Right Of Way ProjectWise Guide) along with a returned signed contract and conflict of interest form. Send all electronic copies of the appraisal file to the UDOT Project Coordinator on this contract.
- The Title Page of the Appraisal Review and the Letter of Transmittal must include the following:
 - The project number, pin number, parcel number and ownership name
 - Name of the appraiser and the Firm name
 - Complete address, phone numbers, including mobile
 - Email address