

SAMPLE OF SOW
STATEMENT OF WORK (SOW)
Office of Valuation Services

Agency Case ID IDI-37482-Hemingway Butte

IVIS Number L13135

Appraiser Instructions

1. Prior to contract award, submit all questions in writing by:
Email: OVS_contracting_branch@ios.doi.gov or
Fax: 303-984-5348.
2. Submit your contract response (bid package) for this appraisal assignment to the above referenced addresses (Email or FAX).
3. The contracting officer will provide contact information for the property owner and the Office of Valuation Services review appraiser for this appraisal assignment with the contract award.

SECTION 1 – Subject Identification & General Information

| | | |
|-----------------------|----------------------|--|
| Identification | <i>Case Name</i> | IVISL13135 |
| | <i>Location</i> | Owyhee County, Idaho |
| | <i>Acreage</i> | 120.84 Acres |
| | | 120.84 acres is the total acreage to be considered within the larger parcel determination. No other Bureau of Land Management (BLM) lands are contiguous or connected in use to this property. |
| | <i>Property Type</i> | Vacant Land |
| | <i>Case Type</i> | Proposed disposal through modified-competitive sale. |
| Client | | U.S. Department of the Interior, Office of Valuation Services (OVS) |
| Intended Users | | OVS and the BLM on behalf of the United States of America will use the appraisal report. |
| Intended Use | | The use of the appraisal report is for the disposal of the identified property. It is not intended for any other use. |

Property Description

The subject is a rectangular shaped parcel of land measuring a total of 120.84 acres. It is entirely surrounded by private lands. It is located in an area characterized predominantly by agricultural uses, with the notable exception of a Power Company Substation facility that is located adjoining this site to the north.

The property is zoned Agricultural according to a 2010 year appraisal commissioned previously on this site for a proposed land exchange that was not completed. In the Agricultural zone, there is no minimum lot size for a home site, but development of a home would require a conditional use permit from the County.

Access is available to the subject property from China Ditch Road, which adjoins the site to the south and which is an improved gravel surfaced roadway. The parcel lies about 112 miles west of State Highway 78. The historical land use is livestock grazing. The property is also crossed by two additional roads used primarily for recreation.

The general location of the site is about 10 miles Northwest of Murphy, the County Seat of Owyhee County. It lies about 5 miles Southeast of Givens Hot Springs, a popular recreation area. A rural subdivision including a private air strip is located proximate to the Hot Springs. In addition, the Snake River is about 2 miles east of the property. Other recreational homes are located proximate to the River. Closer to the immediate subject property, hobby farm variety homes on small acreages also characterize typical neighborhood land uses.

There are no known water sources on this property and no known water rights exist. A ditch crosses the property and carries water, although this ditch apparently has no identified authorized users.

Legal Description

The subject property is located in the Boise Meridian, Owyhee County, Idaho. It is legally described as: Township 1 South, Range 3 West, Section 11, lots 1 thru 3, containing 120 acres.

Property Interest

Fee Simple Estate subject to the exceptions indicated in the preliminary title report and Reservations, if any, by the property owner. See Outstanding Rights section below.

The appraiser must immediately notify the OVS review appraiser of any indications of rights contrary to these described. This may result in amended instructions.



Outstanding Rights

A preliminary title report or equivalent for Federal lands will be provided. Any recorded or unrecorded documents, conditions, agreements, easements and/or encumbrances discovered must be identified and discussed in the appraisal report in relation to their impact on value. The title information indicates the following encumbrances on title:

The 120-acre (+/-) parcel has several **BLM** authorizations across it which are identified by the blue lines and **BLM** serial #'s (IDI-XXXXXX).

There is an existing ditch across the subject parcel that would be reserved to the United States through the blanket reservation of "ditches and canals" at the close of a successful sale.

IDI-08875 is a variable width right-of-way (ROW) grant to Idaho Power for 500kv power line(s) and access for operations and maintenance of these lines across the parcel. This grant would be allowed to convert into a permanent easement pursuant to a successful land sale. *(This blue line*

is not labeled in the exhibit above...It is located in the very southwest corner of the BLM parcel and directionally runs northwest and southeast and crosses the other serialized rights-of-way that are labeled.)

IDI-20073 is a 10-ft.-wide ROW grant to Qwest (Centurylink) for a buried telephone cable across the subject parcel. The ROW Holder will be given the opportunity to convert their ROW to into a permanent easement pursuant to a successful land sale.

IDI-20724 is a 60-ft.-wide ROW grant to Owyhee County Road Dept. for “Wilson Cemetery Ln.” The ROW Holder will be given the opportunity to convert their ROW to into a permanent easement pursuant to a successful land sale.

IDI-31002 is a 60-ft.-wide right-of-way grant to the Owyhee County Road Dept. for “China Ditch Road.” The ROW Holder will be given the opportunity to convert their ROW to into a permanent easement pursuant to a successful land sale.

IDI-36034 is a 500-ft.-wide right-of-way grant to Idaho Power for (2) 500kv power lines and access for operations and maintenance of these lines across the parcel. The ROW Holder will be given the opportunity to convert their ROW to into a permanent easement pursuant to a successful land sale.

A mineral potential report (MPR) was generated in 1983 by Frederick K. Anderson, and was reviewed for technical accuracy by Terry S. Maley and approved by the BLM’s authorized officer Oscar Anderson. This report will undergo a comprehensive formal review by the current field office geologist and a new MPR or addendum will be forthcoming to the appraiser.

There are no locatable or saleable minerals identified on the subject lands based on the historical data in the 1983 MPR. The previous conclusion was that there are “no known mineral values” of locatable or saleable minerals in the area of the subject parcel. However, the report does mention the potential value of leasable minerals. If it is concluded that there is potential for leasable minerals, all minerals would be reserved according to Washington Office policy on mineral reservations relating to land sales.

The appraiser must investigate and promptly report additional or inaccurate encumbrances on the property to the OVS Review Appraiser.

Reservations

If the mineral report determines the lands are valuable for minerals, the BLM will reserve all mineral rights.

Personal Property

None.

Property Access

The subject includes physical and legal access across the south property line from China Ditch Road. In addition, Wilson Cemetery Road bisects the subject property’s western half, running north/south from China Ditch Road.

Physical

The subject includes physical access across the south property line from China Ditch Road. In addition, Wilson Cemetery Road bisects the subject property's western half, running north/south from China Ditch Road

Legal

The subject includes legal access across the south property line from China Ditch Road. In addition, Wilson Cemetery Road bisects the subject property's western half, running north/south from China Ditch Road

Larger Parcel

The Agency request covers 120.84 acre(s). The total acreage owned is 120.84 acre(s). When Federal land is being appraised for a sale, the larger parcel is not greater than the part of the Federal holding being conveyed. The larger parcel analysis may conclude that the land to be conveyed includes multiple larger parcels. The appraiser must conduct all research necessary for a well-supported Larger Parcel(s) conclusion presented in the appraisal. (See UASFLA, Sections A-14, B-11 & B-13.)

Ownership/Occupant

The property is owned by the United States of America and is managed by the Bureau of Land Management. It represents an isolated parcel entirely surrounded by private holdings and is slated for disposal.

No sales or listings have occurred on the subject property over the past 10 years. The property was appraised in calendar year 2010 in advance of a planned land exchange that was not completed.

The adjoining Idaho Power Co. site includes a developed substation. Several current BLM use authorizations exist including an authorization in benefit to Idaho Power Co. for a 500 ft. wide corridor for 500kv transmission lines and access for operations and maintenance. Idaho Power Co. is interested in acquiring the subject property for future expansion of its adjoining substation facility as well as for buffer space surrounding the substation and may be within the subset of bidders for the modified competitive sale of the subject property.

This is a "Yellow Book" assignment. Idaho Power Co. is a condemning authority and hence must be considered as a quasi-public (governmental) agency for purposes of Yellow Book interpretation. The appraiser should clearly review and understand Sections B-4 and B-18 of the Yellow Book as they articulate the difficulty in considering sales to a condemning authority. Sales to the Power Company adjoining this or other pre-existing substations are not appropriate sales for use within this analysis. As a condemning authority, the Yellow Book is clear that sales of that type, which often are acquired at value premiums to offset the need to condemn, are suspect.

Market value is the value premise requested within this assignment. As such, highest and best use should consider use to an anonymous, typical purchaser. Value should be based on legally permissible and feasible uses to the greater market of potential purchasers, in keeping with UASFLA Sections B-4 and B-18.

Tenancies None.

Owner Contact Information

Attachment 3 (Contacts) in the contract will provide owner contact information to the appraiser upon award.

Provided Subject Property Exhibits

The following Subject Property Exhibits will be provided as attachments to the solicitation:

- IVIS Request Worksheet
- Location Map
- Aerial Location Maps (3)
- 1984 Mineral Potential Worksheet
- Outstanding Rights Data – Serial #008875
- Outstanding Rights Data – Serial #020073
- Outstanding Rights Data – Serial #020724
- Outstanding Rights Data – Serial #031002
- Outstanding Rights Data – Serial #036034

The following additional Exhibits will be provided only to the winning bidder after contract award:

Updated Mineral Potential Report

SECTION 2 – Appraisal Requirements & Instructions

Appraisal Standards

1. Uniform Standards of Professional Appraisal Practice (USPAP)
2. Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) (Supplemental Standard)

Market Value

The amount in cash or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal. [Interagency Land Acquisition Conference, Uniform Appraisal Standards for Federal Land Acquisitions, 5th ed. (Appraisal Institute, 2000), p.13.]

Date of Value

The date of value is the date of the last property inspection, which must be no later than 30 calendar days prior to the submission of the completed appraisal report, unless the OVS Review Appraiser approves in advance other conditions in writing.

Extraordinary Assumptions (EAs)

None. If the appraiser determines that extraordinary assumptions are necessary for the completion of the assignment, he/she must contact the OVS Review Appraiser for prior written approval.

Hypothetical Conditions (HCs)

None. No hypothetical conditions are allowed without prior written approval from the OVS Review Appraiser.

Jurisdictional Exceptions (JEs)

If the appraiser decides to invoke USPAP's Jurisdictional Exception Rule to comply with law or UASFLA regulation, he/she must contact the OVS Review Appraiser to obtain prior written approval. The only exception to this rule involves invocation of a Jurisdictional Exception to USPAP Standard 1 relating to development of an estimate of market exposure time.

Placement in Report

The appraiser must clearly identify all Extraordinary Assumptions, Hypothetical Conditions, and Jurisdictional Exceptions wherever the final value conclusion is stated, including the Letter of Transmittal and the Summary of Salient Facts. These must also be communicated with any General Assumptions and Limiting Conditions.

Property Inspection

The appraiser must inspect the subject property and all of the market properties used in direct comparison, unless the OVS Review Appraiser has approved other conditions in writing. For appraisals with an intended use of acquisition or exchange, the appraiser must certify in the report that he/she extended an offer to the property owner (or the owner's representative) to accompany him/her during the property inspection. [Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (PL 91-646) as amended and the Uniform Appraisal Standards for Federal Land Acquisitions (Section A-4, pages 9 & 10)]

Permission to enter upon and appraise the property has been granted. Arrangements are to be made with the field office for physical inspection of the property. You must notify in advance both the BLM Realty Specialist and OVS Review Appraiser when the property inspection will occur. The BLM Realty Specialist must be offered the opportunity to accompany your inspection.

Pre-Work Meeting

The appraiser may be required to attend a pre-work meeting with the assigned OVS Review Appraiser, the agency Realty Specialist and/or other agency representative, and other interested parties. The OVS Review Appraiser will coordinate the date, time, and place of the meeting. At this time the Review Appraiser does not anticipate the need for a pre-work meeting. Please communicate with the Review Appraiser if your scope of work development would be enhanced by a pre-work meeting.

Controversies/Issues

Should the appraiser identify controversies or issues during the course of this assignment, he/she must immediately notify the OVS Review Appraiser identified in Attachment 3 provided at contract award.

Legal Instructions

None.

Special Appraisal Instructions

1. Even though communication is encouraged with the property owner and the client agency, only the assigned OVS Review Appraiser can modify appraisal instructions, which must be in writing.
2. The appraiser may not communicate assignment results to any party except OVS until authorized to do so in writing by OVS.
3. Any communication (verbal or written) with the Client Agency Realty Contact shall include the assigned OVS Review Appraiser.

General Appraisal Requirements & Instructions

1. The appraiser must hold a valid license as a Certified General Appraiser for the jurisdiction in which the subject property is located. (Valid credentials include those obtained directly from the jurisdiction, those issued under a reciprocity agreement, and/or those characterized as “temporary” under the jurisdiction's licensing and certification statutes.)
2. The OVS Statement of Work, other assignment instructions, and engagement letter must be included within the Addenda to the appraisal report.
3. All appraisals complying with UASFLA must conform to the sequence and content outlined in UASFLA, Appendices A and B.
4. OVS will consider an appraisal that meets UASFLA standards a USPAP Self-Contained report. UASFLA (Page 9) states that a report prepared in accordance with UASFLA will be considered as meeting USPAP requirements for a Self-Contained report.
5. The appraiser must appraise the subject property in its “As Is” condition unless authorized in writing by the OVS Review Appraiser to do otherwise.
6. Color photographs and maps of comparable properties shall be included in the appraisal report. OVS will accept aerial photographs for comparable properties, unless the aerial photographs do not accurately represent the property as of the date of inspection. The appraiser must photograph any unusual property features from the ground.
7. The appraisal report will be reviewed for compliance with the terms of this Statement of Work (including all cited standards). Any findings of inadequacy will require clarification and/or correction.
8. The appraiser shall consider the appraisal report and all DOI internal documents furnished to the appraiser to be confidential. Refer all requests for information concerning the appraisal to the OVS Review Appraiser.
9. OVS will not normally accept custody of confidential information. Should appraiser find it necessary to rely on confidential information, he/she will contact the OVS Review Appraiser for instructions. The Review Appraiser will view the information and provide further instruction to the appraiser regarding handling and storage of the confidential information.
10. While the public is not an intended user of the appraisal report, the Freedom of Information Act and Agency policy may result in the release of all or part of the appraisal report to others.
11. If including any proprietary information in the appraisal, the appraiser must obtain concurrence from the OVS Review Appraiser and deliver the proprietary information in a separate binder.
12. When the appraiser has performed any services regarding the subject property within the prior 3 years, he/she must disclose this in the bid proposal.

SECTION 3 – Performance & Submission Requirements

The appraiser must address any questions regarding appraisal instructions and/or technical requirements for the appraisal to the OVS Review Appraiser. Attachment 3 of the contract award will identify the OVS Review Appraiser and his/her contact information.

The Target Period of Performance for the delivery of the initial appraisal report to the OVS Review Appraiser is 60 calendar days from the Date of Award. Contractors must provide the appraisal services within the performance period specified, and/or otherwise state an alternative Period of Performance with justification for the change.

Deliverable/Task Schedule

| REQUIRED DELIVERABLES | DELIVERY DATE |
|--|--|
| Pre-Work Meeting | No Pre-Work Meeting Needed |
| Subject Property Inspection | *TBD (Coordinate with Branch) |
| Initial Appraisal Report | *TBD 60 Days from date of award |
| Review Period & Comments Provided to Appraiser | *TBD 15 days from date of report receipt |
| Final Appraisal Report | *TBD 15 days from receipt of review comments |

Instructions for Quote Preparation – See Section E of Request for Quote (RFQ)

Evaluation Factors for Award- See Section F of RFQ

Invoice Requirements – See Section B “Contract Administration Data”

EXHIBIT A – APPRAISAL COST and DELIVERY DATE PROPOSAL

Step 1 – Breakdown of Estimated Hours of Work for Appraisal Assignment

| | | |
|----------------------------------|--|------|
| <i>Preliminary Work:</i> | | Hrs. |
| Preliminary view of subject: | | |
| Discussions with Personnel: | | |
| Other (specify): Scoping | | |
| Preliminary Work Subtotal: ----- | | Hrs. |

| | | |
|---|--|------|
| <i>Field Work:</i> | | Hrs. |
| Gather and Analyze Data: | | |
| Market Research: | | |
| Inspection of Subject & Comps. (Owner contact PL 91-646): | | |
| Other (specify): | | |
| <i>Field Work Subtotal:</i> ----- | | |

| | | |
|--|--|-------------|
| <i>Office Work:</i> | | Hrs. |
| Compilation and Analysis of Data: | | |
| Writing Report(s): | | |
| Preparing Exhibits: | | |
| Other (specify): | | |
| <i>Office Work Subtotal:</i> ----- | | Hrs. |
| TOTAL ESTIMATED HOURS OF WORK:----- | | Hrs. |

STEP 2 - Breakdown of Cost Proposal for Appraisal Assignment

| Item No. | Description | Qty | Unit | Price | Amount |
|--|-------------------------|-----|------|-------|--------|
| 0001 | Sr. Associate Appraiser | | Hr. | | |
| 0002 | Associate Appraiser | | Hr. | | |
| 0003 | Support Staff | | Hr. | | |
| 0004 | Support Staff O/T | | Hr. | | |
| 0005 | Expert Testimony | | Hr. | | |
| <i>SUBTOTAL DIRECT LABOR</i> (*Must reconcile to <i>TOTAL ESTIMATED HOURS OF WORK in Step 1 Above</i> *): | | | Hrs. | | |

| | | | | | |
|------|---------------------------------------|--|---------|--|-------|
| 0006 | <i>TRAVEL</i> (Airfare) | | | | |
| 0007 | <i>VEHICLE</i> | | Miles @ | | / M |
| 0008 | <i>PER DIEM</i> or <i>SUBSISTENCE</i> | | Days @ | | / Day |
| 0009 | <i>EQUIPMENT/SUPPLIES:</i> | | | | |
| 0010 | <i>CONSULTANTS / SUBCONTRACTORS</i> | | | | |

| | | |
|--|--|-----------------------|
| TOTAL COST FOR APPRAISAL ASSIGNMENT | | Hrs. |
| Submittal Date of Appraisal for Review: | | ___ days after signed |

Prepared By: _____

Proposal Date _____

Contact Information

Office of Valuation Services

Kristine Hartley, MAI
Review Appraiser
U.S. Dept. of the Interior/Office of Valuation Services
333 SW 1st Avenue, 2nd Floor
Portland, Oregon 97204
Office 503-808-6736
Cell 541-279-1324
Fax 503-808-6318
khartley@blm.gov

BLM Contacts

Jeremy Bluma, Realty Specialist
BLM-Boise District Office
3948 Development Avenue
Boise, Idaho 83705
Office: 208-384-3348
Jubluma@blm.gov

Dick Todd, Realty Specialist
BLM-Idaho State Office
1837 S. Vinnell Way
Boise, Idaho 83709
Office: 208-373-3863
rtodd@blm.gov

Administrative Officer

James Sander
U.S. Department of the Interior
Office of the Secretary
Office of Valuation Service
12136 West Bayaud Ave., Suite 100
Lakewood, CO 80228
James_sander@ios.doi.gov

Contract Recipients:

Review Appraiser

Realty Specialist

Administrative Officer

PROCUREMENT DIRECTIVE (PD)

FROM: Kristine Hartley, MAI
333 SW 1st Avenue, 2nd Floor
Portland, Oregon 97204
Office 503-808-6736
khartley@blm.gov

TO: OVS Contracting

SUBJECT:

Proposed Disposal under Modified Competitive Sale
IVIS Case #00039231/L13135
(Hemingway 120)
Township 1 South, Range 3 West, Section 11, lots 1 thru 3.
Boise Meridian, Owyhee County, Idaho
Containing 120.84 acres

Request for contract action for an appraisal of above identified property, to be sold through a Modified Competitive Sale.

Kristine Hartley, MAI

Date

Attachments

1. SOW
2. IGCE
3. Location Map
4. Aerial Maps (3)
5. Project Contract Information (Review Appraiser, Owner information, etc.)
6. Evaluation Criteria
7. List of Qualified Appraisers
8. IVIS Request Worksheet
9. 1984 Mineral Potential Worksheet
10. Outstanding Rights Data – Serial #008875
11. Outstanding Rights Data – Serial #020073
12. Outstanding Rights Data – Serial #020724
13. Outstanding Rights Data – Serial #031002
14. Outstanding Rights Data – Serial #036034

FLPMA EVALUATION CRITERIA – HEMINGWAY 120 DISPOSAL SITE

Best value based upon the following factors (ranked in order of importance):

1. Experience for assignment: Both geographical and market competency in Owyhee County, Idaho, and technical competency will be considered. The appraiser bidding this contract must be the appraiser completing this assignment, and must:
 - a. Complete the majority of his/her appraisal assignments on rural properties;
 - b. Have experience in completing UASFLA-compliant appraisal reports;
 - c. Be State Certified in the State of Idaho;
 - d. Show past performance of 2 sample cases and/or references; and
 - e. Have successfully completed the “Yellow Book” (UASFLA) appraisal class within the past 5 years.
2. Price: The appraiser’s bid proposal shall be an all-inclusive, lump sum amount, total price.
3. Delivery date of 60 days of award or sooner.

QUALIFIED APPRAISER LIST

Johnston S. Hill, MAI
Integra Realty Resources – Boise
Associate Appraiser
1661 W. Shoreline Drive
Suite 200
Boise, ID 83702
(208) 42-2500
jshill@irr.com

Tim Robb, MAI
Idaho Commercial; Appraisal
398 S. 9th Street, Suite 250
Boise, ID 83702
tim@idahoca.com

Michael V. Wright, MAI
Calhoun Wright, LLC
816 W. Bannock Street, Suite 305
Boise, ID 83702
(208) 331-5050
mike@calhounwrite.com

Timothy Williams, MAI
President, Williams Research, Inc.
P.O. Box 2420
Eagle, ID 83616
(208) 938-227
tim@williamsresearchinc.com