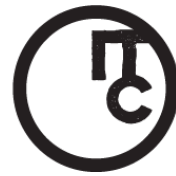


INGLEWOOD TRANSIT CONNECTOR



APPRAISAL PROCEDURES

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1.0 APPRAISAL ASSIGNMENTS

The Right of Way (“ROW”) Team will be provided a copy of the preliminary and final parcel certification. Upon verification that a parcel or parcels are included in the active ROW workload and an appraisal is required, the ROW Team will request the Acquisition Consultant to solicit an appraiser from their Appraisal Team based on the following determinations:

1. Verify the acquisition schedule and time frame by which the property to be appraised is required.
2. Review the proposed assignment, complete a site survey, including a physical inspection of the site, to determine the nature and complexity of the appraisal problem;
3. Verify the number of appraisal reports and consultants required; the time required to complete the assignment; and the approximate fee for of the assignment, for budget purposes;
4. Determine the methods, procedures, schedule and scope of work required for obtaining the appropriate appraisal reports.

2.0 PRE-SOLICITATION PROCESS

Task Orders for appraisals will be awarded based on a selection process that conforms to the City of Inglewood (“City”) Procurement procedures. The process will be implemented under the oversight of the ROW Team. The ROW Team shall prepare a scope of work in sufficient detail to describe the nature and extent of the appraisal services required, including the amount of time allotted for completion of the appraisal report. The Acquisition Consultant will then issue a Request for Appraisal Proposal (**Form 1A – Real Estate; 1B-Fixtures & Equipment**) to the appraisers on their Appraisal Team.

3.0 CONDUCT PRE-APPRAISAL MEETINGS

For complex appraisal assignments, the ROW Team may conduct a pre-appraisal meeting to provide detailed information to potential appraisal bidders. The meeting will be conducted by the ROW Team and Design & Engineering Team, if required. Information regarding the proposed acquisition impact schedules and time frames by which the appraisal reports must be completed will be discussed.

4.0 SELECTION OF APPRAISER AND APPROVAL OF TASK ORDER

1. For each appraisal assignment, appraisers who were already pre-qualified under the IDIQ Contract will be requested to submit a written proposal that will include analysis of the appraisal problem, proposed solution to the appraisal problem, scope of the assignment, a firm fixed fee, and ability to meet the time requirement for completion of the assignment.
2. To the extent possible two proposals shall be obtained for any appraisal assignment. If the Acquisition Consultant’s team includes an appraisal

consultant, the Acquisition Consultant must include the appraisal fee as part of their cost estimate for the assigned parcel. If it is not possible to obtain two proposals, the ROW team is authorized to obtain one written proposal and to negotiate with the appraiser to assure that the proposal is sufficient to meet the requirements of the Project.

3. Selection of the appraiser(s) will be conducted by an evaluation panel consisting of the Assistant ROW Manager, the ROW Advisor, and the ROW Coordinator. Legal Counsel may be consulted on the selection of the appraiser.
4. Final selection of an appraiser will be based on the appraiser's fee quotation, experience and prior work, the response and approach to the appraisal problem and projected delivery date. In cases where specific definition of the assignment (such as a complex partial take) is part of the proposal, quality of definition and work quality based on past experience will also be a consideration in the selection process.
5. The Acquisition Consultant will advise the ROW Team of their recommended appraiser(s). Upon the ROW Team's acceptance of the recommended appraiser(s), the Acquisition Consultant will issue a Notice to Proceed to the selected appraiser(s) and confirm the delivery date of the report.

5.0 APPRAISAL START-UP AND MONITORING

The Acquisition Consultant will confirm the delivery date of the report and will provide a copy of the property title report, the Property Impact Statement, certification plat and any other pertinent information to the appraiser. The appraiser shall be required to notify the property owners of the appraisal and to invite the owner to be present at the inspection of the property.

A Notice of Intent to Appraise (**Form 2**) is sent to the property owner that includes the names of the appraiser(s) selected to perform the appraisal. The Notice is signed by the ROW Director. A copy of the Notice is sent to the Acquisition Consultant and the selected appraiser(s).

Should the appraiser require survey staking of the proposed right of way, the Acquisition Consultant shall submit a written request to the Owner and coordinate access to the subject property between the parties.

The Assistant ROW Manager shall monitor the appraiser's progress to ensure that progress is made pursuant to the contractual and programmatic timelines established for the assignment.

6.0 REVIEW APPRAISAL REPORT

Upon submittal of the completed appraisal report, the Review Appraiser shall review the report to determine that the report meets applicable federal, state, City regulations and appraisal standards. The reviewer shall, prior to final acceptance of the report, seek necessary corrections and revision by the appraiser. The Review Appraiser shall determine that the appraiser has complied with the contractual requirements, in all aspects, and has soundly and substantially justified the valuation conclusions. The following review procedures shall be observed:

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1. Conduct a field inspection of the property and comparable sales that were considered by the fee Appraiser;
2. Review the appraisal report to determine:
 - a) That acceptable appraisal principals and techniques were followed in accordance with all laws, regulations, and standard appraisal principles and techniques;
 - b) That reference is made to the information necessary to explain, substantiate, and document the conclusions and estimates of value and/or just compensation identified therein;
 - c) That consideration of compensable items, damages, and benefits are included, but do not include compensation for items, damages and benefits that are non-compensable;
 - d) That identification or listing of the buildings, structures or other improvements on the land as well as the fixtures and equipment which the appraiser considered to be part of the real property to be acquired are included and separately identified;
 - e) That the fixtures and equipment appraisal includes an inventory of movable items located on the real property for purposes of establishing relocation assistance, and,
 - f) That the estimated fair market value resulting from the acquisition, and where appropriate in the case of a partial acquisition, a reasonable allocation of the estimate of the fair market value for the real property acquired and for damages to remaining real property is contained in the report.
3. Prior to finalizing the estimate of fair market value, the review appraiser will request and obtain corrections or revisions of appraisal reports that do not meet City standards and requirements.
4. The review appraiser may supplement an appraisal report with corrections of minor mathematical errors where such errors do not affect the final value conclusion. The appraisal file may also be supplemented where the following factual data has been omitted:
 - a) Owner and/or tenant's names.
 - b) Parties to the transaction, date of purchase and deed book reference on the sale of subject property and comparable sales.
 - c) Statement that there were no sales of subject property in the past five years.
 - d) Location, zoning or present use of the subject property or comparable sales.
5. The review appraiser shall include a signed and dated Review Appraiser's Certification (**Form 3A**) in the file setting forth:
 - a) The estimate of fair market value including, where appropriate, the

allocation of compensation for real property and for damages to the remaining real property, and an identification and listing of the buildings, structures, and other improvements on the land as well as the fixtures which are considered to be part of the real property to be acquired, if such allocation or listing differs from that of the appraisal;

6. That as part of the appraisal there was or was not a field inspection of the parcel to be acquired and the applicable comparable sales. If a field inspection was not made, the reason must be stated;
7. That there is no direct or indirect present or contemplated future personal interest in such property or in any monetary benefits from its acquisition; and,
8. That the estimate has been reached independently, without collaboration or direction, and is based on appraisal or other factual data.

In the review of specialty reports, the Review Appraiser responsible for the review will review the specialty report and shall follow all appraisal preparation and review procedures as applicable for valuation of machinery, equipment, loss of goodwill, or other specialty items as with real property appraisals. The reviewer of the specialty appraisal (i.e. Fixtures & Equipment Appraisal) shall complete the Furniture, Fixtures, and Equipment Certification form (**Form 3B**).

The Review Appraiser shall upon review of the fee appraisals confirm that the recommended Fair Market Value determined by the real estate appraiser complies with USPAP and other applicable laws and confirms the credibility of the appraiser's conclusion of the fair market value of the property. ROW Team will review the recommendation and indicate concurrence with the reviewer's recommendation. In the event of a disagreement between the fee appraiser and the reviewer, the ROW Director shall review all the pertinent data and make a recommendation of just compensation.

7.0 APPROVE APPRAISAL INVOICE

After review and acceptance of the completed appraisal report and invoice for the appraiser by the Appraisal Consultant or Acquisition Consultant, the ROW Team shall approve the invoice for payment and forward for processing.

8.0 RECOMMENDED JUST COMPENSATION

The ROW Team shall review and submit the amount recommended by the Review Appraiser as the fair market value of the required property interest based on the appraisal report to the ROW Director. The recommendation shall include the review appraiser's report and signed certification. The ROW Director shall review and approve the recommendation and submit to the appropriate approval recommendation to the City for final approval pursuant to the approval authority outlined below and in the Acquisition Procedures Section 4.5:

1. The original appraisal report will be filed in a master parcel file maintained for Appraisals. A copy of the Appraisal Report will be transferred to the Acquisition Consultant for use during the acquisition process. Each appraisal assignment is identified by an assignment number and a file is maintained which includes the following documents:

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- a) Certification Plat
- b) Property Impact Statement
- c) Appraiser's Written Bid Proposal
- d) Copy of Signed Contract
- e) Appraisal Report
- f) Request for Payment (memo and invoice)
- g) Notes and Correspondence
- h) An Appraisal Control Log shall be maintained that tracks all appraisal assignments.

9.0 REFERENCES

Code of Civil Procedure Section 1263.310

Code of Civil Procedure Section 1263.320

Uniform Appraisal Standards for Federal Land Acquisition

Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended

Uniform Standards of Professional Appraisal Practice.

10.0 FORMS

1A	Request for Appraisal Proposal – Real Estate
1B	Request for Appraisal Proposal – Fixtures & Equipment
2	Notice of Intent to Appraise
3A	Review Appraisers Certification
3B	Furniture, Fixtures, and Equipment Certification

Last update: October 1, 2025