

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: D-4
DATE: May 1, 2008
SUBJECT: Park Land Expansion
CONTACT PERSON: Carolyn Eslick, Mayor



ISSUE:

The City Council approved a contract with Certified Land Services on December 13, 2007 (Attachment A) for acquisition services for open space and park purposes. Kristin Butterfield with Certified Land Services has been exploring alternative parkland expansion opportunities.

Mayor Eslick is seeking feedback from the Council on preferred park location alternatives to provide further direction to Certified Land Services.

SUMMARY:

The City has retained the services of Certified Land Services to assist the City in identifying and negotiating parkland acquisitions. The City has collected approximately \$153,000 in park impact fees. The 2008 Capital Budget includes \$120,173 for park land acquisition from the park impact fee fund.

In accordance with SMC 16.112.110 - Park impact fees must be spent within six-years of receipt.

16.112.110 Expenditures.

Impact fees for system improvements shall be expended only in conformance with the capital facilities plan. **Impact fees** shall be expended or encumbered for a permissible use within six years of receipt, unless there exists an extraordinary and compelling reason for **fees** to be held longer than six years. Such extraordinary and compelling reasons shall be identified in written findings by the city planning commission. (Ord. 630 § 2 [16.13.110], 1995)

The City's 2004 Comprehensive Plan includes the following goals for the city's recreational facilities:

Waterfront access and facilities – Cooperate with other public and private agencies to acquire and preserve additional waterfront access for recreational activities and pursuits.

Athletic Fields – Support the development of athletic recreational fields that meet the highest quality competitive playing standards and requirements for all age groups and recreational interests.

Indoor facilities – Support the development of indoor community and recreational centers.

The public has testified in front of the Planning Board a desire to have more active recreation facilities as opposed to passive open space.

RECOMMENDED ACTION:

Provide feedback to Mayor Eslick the Council's preferred park location alternatives.

ATTACHMENT

A – December 13, 2007 agenda cover for Acquisition Services for Open Space and park Purposes

B – Park Map

Attachment A

Chapter 3.70

ART IN PUBLIC PLACES

Sections:

3.70.010 Purpose.

3.70.015 Definitions.

3.70.020 Appropriations for municipal projects.

3.70.010 Purpose.

The city of Sultan has determined that it is a benefit to the community to provide increased access to public **art** and to enhance the visual aesthetics of the community. Public **art** provides a stimulating environment for the building/site users and fosters community pride and identity. In harmony with this, it is the policy of the city to provide for acquisition, commissioning and display of works of **art** in public places of the city. (Ord. 682-98)

3.70.015 Definitions.

A. "Public **art**" means capital acquisitions of works of **art** by the city of Sultan.

B. "Municipal construction project" means any capital project paid for wholly or in part by the city of Sultan to construct or remodel any building, park, parking facility, or portion thereof, within the limits of the city except for utilities, streets, or sidewalks.

C. "Total project cost" means the total amount of funds appropriated for the project per construction bid award or negotiated construction contract award; provided, that the following shall be excluded when calculating the total project costs:

1. The amount received from a source of funds for construction projects which precludes expenditures for works of **art** or cultural projects.
2. The amount of funding provided by:
 - a. Revenue bonds;
 - b. Community development block grants;
 - c. Other federal, state or local grants;
 - d. LID projects unless specifically authorized in the LID process.
3. Any subsequent change orders for the project.
4. Sales tax or any other tax on the construction bid amount or negotiated construction contract award. (Ord. 682-98)

3.70.020 Appropriations for municipal projects.

Authorization and/or appropriations for municipal construction projects shall include an amount equal to one percent of the total project cost for **art** enhancement, which shall be deposited into the community improvements fund for **art** purposes. That amount shall not be modified because of subsequent change orders. (Ord. 682-98)

CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NUMBER: A-4**DATE:** December 13, 2007**SUBJECT:**

Request for Proposals (RFP) Acquisition Services For Open Space and Park Purposes

CONTACT PERSON: Rick Cisar, Director of Community Development**SUMMARY:**

City Staff, at the direction of City Council, requested proposals for Professional Services to negotiate the acquisition of real property for Open Space and Park purposes. The attached RFP notice was published on November 13, 2007 and distributed to interested firms.

The City received three (3) responses to the RFP by the November 28, 2007 deadline. They are in no specific order:

1. All Real Estate Inc., Sultan, WA
2. Skillings Connolly, Seattle, WA
3. Certified Land Services Corporation, Seattle WA

All Real Estate provided a letter offering to negotiate the acquisition for free, but did not provide timelines, an outline of tasks, deliverables, and other costs associated with the acquisition as requested in the RFP.

Skillings Connolly provided most of the information, except for the cost of the appraisal and review appraisal. Estimated cost \$8,249.89 plus costs of appraisals. In further conversation the appraisal is estimated at \$3,500.00 to \$5,000.00 with review appraisal between \$750.00 to \$1,000.00.

Certified Land Services Corporation responded to all requirements of the RFP and noted they will meet all the requirements of the Professional Services Agreement which was attached to the RFP. Estimated cost \$10,920.00.

In our review of the three proposals, only one firm, Certified Land Services Corporation, meets all the requirements of the RFP.

APPRAISAL COST ANALYSIS:

The costs of the appraisal for the subject property was a concern of the City Council and the Governmental Services Committee in their review of the responses to the RFP. The proposal from Certified Land Services Corporation included appraisal costs of \$3,500.00 for the initial appraisal and \$750.00 for the review appraisal. To determine if

CERTIFIED
LAND SERVICES CORPORATION

November 27, 2007

Rick Cisar
Director of Community Development
City of Sultan
319 Main Street
PO Box 1199
Sultan, WA 98294-1199

RECEIVED
NOV 28 2007
BY: Fed Ex

Cys

Dear Mr. Cisar:

Thank you for the opportunity to submit this letter of interest and statement of qualifications to you for consideration as a provider of real estate services for the City of Sultan/ Acquisition of Property for Open Space and Park Purposes project. CERTIFIED is a spirited, industrious consulting company providing services to Washington municipalities, public agencies and utility companies.

We have extensive experience in right-of-way and property acquisition services, as described in detail in the enclosed Statement of Qualifications. We are often engaged by public and private agencies on projects to ensure timely, successful and cost effective negotiations, relocation, title review, property management, and project coordination. We specialize in complex projects involving state and federal funding or regulations.

As requested in the published request for proposals I have enclosed:

1. Statement of Qualifications with staffing recommendations and staff bios
2. Project Timeline
3. Scope of Work and Cost Estimate detailing tasks, responsibilities and associated costs

I have reviewed the Professional Services Agreement and we meet all requirements stated and agree to your terms of service, if selected.

We hope we will have the opportunity to discuss our qualifications with you in greater detail. Please contact us if you would like additional information or if you would like to interview us in person.

Respectfully,
CERTIFIED Land Services Corporation


Regina Baichart
President

Enclosures

4535 44th Avenue SW • Seattle, WA 98116
Phone: 206.287.9858 Fax: 206.938-6717 e-mail: customercare@certifiedlandservices.com

A.3

Exhibit 4

CERTIFIED

LAND SERVICES CORPORATION

STATEMENT OF QUALIFICATIONS

Submitted to:

Rick Cisar, Dir. Of Community Development
City of Sultan

Project:

Open Space and Park Site Acquisitions

For Consideration as a Provider of:

Appraisal / Right-of-Way / Relocation Services

What We Do

Finding Common Ground

Since 1999, CERTIFIED Land Services has been helping clients and property owners find common ground. From rights of entry to right-of-way acquisition, our team of professionals produce fair, economical and expedient results because we know it's not just about land, it's about people. We approach our mission with a human touch, and it shows – we get the job done right the first time.

Range of Services

CERTIFIED Land Services offers a full range of services, including:

- Project Management and Administration
- Project Scoping and Planning
- Public Involvement and Facilitation
- Obtaining Rights of Entry and Temporary Easements for Preliminary Engineering Survey Work
- Funding Estimates
- Research and Preparation of Relocation Plans
- Negotiations/Acquisition of Residential, Commercial, and Industrial Properties
- Title Evaluation and Lien Removal Services
- Relocation Planning and Advisory Services
- Relocation Calculation of Benefits for Eligible Displaced Persons or Businesses
- Closing Assistance
- Agency Certification Assistance
- Property Management
- Emergency Construction On-Call Assistance

Unique Qualifications

CERTIFIED Land Services Corporation has profound knowledge of market trends, conditions and governmental regulations affecting our work (including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and its amendments, 49CFR Part 24, and state Revised Statutes). We are well versed in public policy and process and have significant experience working on projects with funding from the State Department of Transportation, Federal Transportation Authority, Federal Highways Administration, STP, ISTE, TIP, U.S. Army Corps of Engineers, and the Federal Aviation Administration. We work hard to maintain strong working relationships with WSDOT and FHWA staff and reviewers.

CERTIFIED has helped several municipalities develop policy and procedure manuals that clarify the Uniform Act regulations and provide detailed procedures to help agency staff and their consultants plan, manage and deliver projects with state and federal funds while also considering the agency's internal governance process, preferences for routing of work, decision making processes and approvals, and authority limits.

We maintain excellent working relationships with our clients and their review staff. We tailor our work to your needs and your funding source requirements. In the process of working on state and federal projects, CERTIFIED staff has built or solidified their relationships with key municipal and agency review staff. The relationships we have forged working with oversight staff make communication easy and productive, in that we share a history of working together, the trust in each other's knowledge and abilities and the ease of communication and understanding that only comes with close work contact built over time.

CERTIFIED is a Right of Way Acquisition and Relocation firm. We do not have a staff appraiser and believe it is a conflict of interest to have staff appraisers setting value on property and property rights our staff acquisition agents will acquire. In order to provide turnkey ROW services to our clients, we often team with the following appraisal sub-consultants:

- Allen Brackett Shedd
- Appraisal Group of the Northwest, LLP
- CIC Valuation Group, Inc.
- GPA Valuation
- R. F. Duncan & Associates, Inc.
- Strickland Heischman & Hoss, Inc.

All of these appraisal firms are on the WSDOT Approved Appraiser List and familiar with state and federal funding requirements and appraisals of easements, as well as fee takings, both partial and total.

Who We Are

CERTIFIED Land Services has assembled a team of dedicated and experienced staff. Our success depends on our knowledge of the laws and rules governing right of way acquisition and our ability to work well with property owners, project stakeholders and funding source reviewers.

We have a complete understanding of the acquisition and relocation process. We are routinely hired to acquire real property and property rights in support of transportation projects including roads, highways, light and heavy rail projects, and municipal improvement projects. We look forward to bringing our expertise and commitment to working successfully and productively with you on this contract.

Our staff is experienced and participates in on-going training. Each staff member has an average of 20 years experience working as agency and/or consulting staff. Our team comes with professional education, degrees and licensing. In addition, they participate in yearly license renewal educational seminars, professional association classes, and internal monthly project review sessions. We have 18 full time staff available for assignments. Below is a sample of our staff and a short summary of their experience.

Regina Raichart, President and Owner.

As the owner and President of CERTIFIED Land Services Corporation she is the principal in charge and senior project manager responsible for all projects.

Regina has worked in the right of way field since 1988. She worked for WSDOT NW Region for 10 years, the last 5 of them as the unit manager for Acquisition Services, Local Public Agency Coordination, and Title. Her focus is working with public officials, agencies, contractors, the public and staff to ensure complete and timely project delivery. She has excellent communication and creative problem solving skills are the key to her ability to manage complex projects, give accurate advice, get problems resolved and successfully deliver projects for clients. She has the expertise to assure that all aspects of the acquisition process, when applicable, adhere to federal and state guidelines in order to safeguard project compliance with funding and regulatory partners. Regina is also a hands-on negotiator with an enviable track record of successful transactions on complex parcels and adversarial property owners. She has what it takes to deliver your project.

Kristin Butterfield, General Project Manager & Senior Acquisition/Relocation Agent.

Kristin has over 25 years of successful property acquisition, appraisal, and negotiation experience. She was the manager of the Department of Natural Resources Real Estate division for over 10 years. She also worked as an acquisition agent and real property manager for Boise Cascade Co. for many years. Her extensive understanding of engineering drawings and construction plans has made her a proven project manager in real estate and construction settings. Her expert understanding of title and related title issues makes her an invaluable resource to have working on your team. Kristin has a high proficiency at forging effective working relationships with public agencies and others. She understands where people are coming from because of her work experiences. In addition to her technical experience, Kristin has excellent communication skills. She is a skilled mediator with the ability to resolve complex issues with multiple stakeholders while

ensuring everyone has been heard. Most importantly, Kristin is genuinely fun to work with and a solid professional you're glad is on your team.

Jennifer Corrigan, Senior Acquisition/Relocation Agent.

Jennifer received her real estate license in 1995 and became part of CERTIFIED's right of way team in 2004. She has independently acquired full and partial takings for WSDOT on the I-405 GEC contract, SR 509 and SR 20 projects and multiple municipal projects. She has also completed many relocations start to finish under the direct oversight of WSDOT HQ staff on the SR 20 project. Jennifer's past work experience comes from being a real estate developer and investor; an art gallery owner and owning a well known high tech company. She is able to draw on her varied experience to ensure property owners and project stakeholders are well informed. She is able to tackle the most complex assignment and complete it while making the impossible seem easy. Her technical expertise is solid. She has the knowledge to work efficiently from start to finish on any assignment. Combine that with her problem solving and communication skills and you have a true professional negotiator working on your project. She's a wonderful person to work with and a dedicated team member.

Marianne Scharping, Senior Right of Way Agent.

Marianne has worked in the right of way field since 1979. Her previous experience was in the title insurance and civil engineering/surveying fields. She has worked on all conceivable rights of way projects both as an employee with Snohomish County Public Utility District and King County Metro, as well as in the public sector. In 1994, she resigned from King County Metro and started Scharping and Associates, a real estate acquisition services company. Under this capacity, she was under contract with the Port of Seattle for its Third Runway project where she acquired property and relocated 225 owners. She also spent two years in Los Angeles as part of a \$7 billion project team purchasing whole blocks of properties for new school sites for Los Angeles Unified School District and relocating over 2,000 displacees.

Marianne is a designated SR/WA and member of the International Right of Way Association. She has a Washington State Real Estate License and is currently working on her real estate broker's license. She joined CERTIFIED in 2005 and brings the experience and expertise to implement any project to a successful conclusion.

Proposed Staff

For the City of Sultan project we are submitting this proposal for we suggest that Kristin Butterfield act as Project Manager and Marianne Scharping act as Senior Acquisition Agent. We have obtained appraisal bids from two companies and recommend using Appraisal Group of the NW with principal Jerry Sidwell performing appraisal work. We have also contacted two appraisal review firms and recommend using The Granger Company with owner Joseph Granger performing appraisal review work. We have teamed often and successfully with these firms on many municipal projects similar to the City of Sultan Open Space and Park project. All individuals and firms are specialists in project work involving state and federal funds and ensure that all work will meet all funding source requirements and standards.

Quality Control

We understand the challenges involved in acquiring private property for public projects. We are able to work well with others, do work the way that you would want it done, handle any problems that arise, and develop creative solutions while working within the given parameters of our assignments and the laws, rules and regulations governing any given project.

We have the expertise, skills, talents and abilities to work with you to design, develop, research, cost, and deliver all aspects of right of way acquisition and relocation work. In order to deliver well run projects delivered on time and within budget we:

- work diligently to ensure our performance exceeds our client's expectations.
- take very seriously our responsibilities to the public to be fair, equitable and consistent in our dealings with them.
- know how important it is to do what you say you will, especially in the areas of budget and schedule delivery, and then make every effort to constantly monitor and eliminate budget and scope creep.

- are only successful in our project management and project delivery if we deliver a project that the public and our clients agree was cost effective, efficient, thorough, thoughtful, professionally handled, and well executed and comprehensive.

All of the above are easier said than done. In order to plan our work, monitor our performance, and deliver our projects, we strive to clarify expectations, detail all tasks, and develop a full scope up front. We then approach the delivery phase by being mindful of our goals of understanding our work as outlined and agreed to, working within the requirements of the funding source, working continuously to deliver a quality project, making a firm commitment to schedule and monitoring it daily, communicating openly and effectively, and applying sound problem solving skills.

The remainder of this section details our methodology for performance measurement given the processes, goals, and principles set forth above.

CERTIFIED Project Team Interaction

Internal team meetings will take place every one to two weeks as determined in the approach to work plan developed at the inception of the project with you and as is appropriate to the work assigned. Meetings will include your key staff or Project Manager, as well as all actively involved subs at the time. We welcome the attendance of all team members and will publish a calendar of all scheduled meetings to facilitate attendance.

In addition to regular internal team meetings, we will hold formal monthly progress meetings with you to review and update progress/budget/schedule status. Action items, current or unresolved, will be highlighted. Decisions and directions from these meetings will be published and distributed to all members.

In addition to the regular meetings described above, informal direct exchanges of information in person, via phone, e-mail or fax is encouraged and expected to be part of our normal work process. If an issue arises that would warrant a meeting to discuss large or complex tasks or matters, informal meetings will be arranged to facilitate quick resolution to outstanding issues as they develop.

In order to serve our clients more efficiently, we launched our website <http://www.certifiedlandservices.com> in September, 2005. We are very excited because it enables us to serve you more efficiently. We are able to post documents pertaining to your project into a password protected on-line file folder easily accessible to you.

Client and Stakeholder Interaction

Having key staff identified and accessible to the client and stakeholders is critical to our ability to meet your expectations and provide an easy exchange of information. CERTIFIED assigns a Contract Manager for every project we work on who will be the primary contact person on our team for contractual issues.

In addition, we appoint a General Project Manager as the manager of day to day activities who is fully accessible to you and all stakeholders. Our staff is skilled in leading and facilitating progress/team/status meetings, executive briefings, partnering meetings, open houses, and formal hearings. All key members of the CERTIFIED team are trained and experienced in the importance and need to interact well and productively with state, local and federal agency staff both in written and in person formats.

Our work depends on clear and open communication and we work hard to provide an atmosphere that encourages that interaction. We recognize that we do our best work only when the client is well informed and involved. Our managers and staff are committed to all aspects of this project and to full interaction to ensure your expectations are not only met, but are exceeded for complete and satisfactory interaction.

Recent Project Experience on State and Federally Funded Projects

The CERTIFIED Land Services team, managers and staff have strong experience delivering municipal projects that have local, state and federal funding. We have a full understanding of the work you expect to contract for. We are well versed in the TIB, WSDOT (and WSDOT LAG) and FHWA policies and procedures. It is what we specialize in. We have worked



under these guidelines many times in the past and are able to acquire right of entries, air rights, temporary or permanent easements and fee title free and clear of all liens and encumbrances. We are fully capable of fulfilling each of your requirements. The CERTIFIED team has acted in this capacity for many agencies and municipalities in the past. We are routinely hired to acquire real property and property rights in support of transportation projects including roads, highways, light and heavy rail projects, and municipal improvement projects. We look forward to bringing our expertise and commitment to working successfully and productively with you on this contract.

The following are recent projects for your review and consideration:

- **I-405 General Engineering Contract, WSDOT/HNTB.** We are the real estate team selected for the successful planning, management and delivery of this mega project which consists of 30 miles of interstate highway. There are many hundreds of impacted parcels. CERTIFIED is a sub-consultant to HNTB who is the prime contractor on this project pilot WSDOT Urban Corridor Project. Staffing for this project is primarily consultant staff teamed with and co-located with WSDOT key staff. The I-405 team is charged with delivering this high profile complex project better, faster, and more cost effective than any other WSDOT project to date. The project's success has become a model for other current and future urban corridor projects. All funding is state and federal. We have successfully certified, on time and in budget all segments of this complex project to date. Contact: Denise Cieri, Project Manager North 425.456.8500; Stacy Trussler, Project Manager South 425.456.8500
- **SR 99, Kent/Tukwila/Federal Way.** Improvements to the SR 99 corridor travel through several municipalities. All phases of this project were local, state and federally funded. CERTIFIED has been selected by the named cities to acquire all the property and property rights need for their phases of this project. We have also provided ROW project management, funding source compliance advisory services, relocation planning and advisory services, interim property management, and document preparation and retention leading to certification. Considered as segments of a larger project, CERTIFIED is providing successful project delivery on more phases of his project than any other regional ROW consultant. Our work to date consists of 249+ parcels. All segments completed have been certified by WSDOT and FHWA as being in full compliance of the spirit and the laws of all funding sources and fully meeting the Uniform Act regulations. Contact: Jerry McCaughan, City of Kent 253-856-5581, Brian Shelton City of Tukwila 206-433-1800, Brian Roberts, City of Federal Way 253.835.2723
- **SR 542, Sunset: Orleans to Woburn, City of Bellingham.** Responsible for providing real estate services for this local, state and federally funded safety improvement and road widening project that is in a highly developed area of mixed use properties. Project consisted of 50 some parcels, including 5 relocations. CERTIFIED was asked to increase their activities on this project from acquisition agent on 20 parcels to providing full turnkey services for the entire project when the city real estate manager left his position with the city unexpectedly. Activities assigned were R/W phase project management, budget estimating, relocation and acquisition planning, obtaining rights of entries for engineering studies, all acquisition and relocation, working with regulatory agencies to obtain certification approval.
Project was delivered ahead of schedule and almost \$100,000 under budget.
We were recently selected to provide turnkey real estate services for phase 2 of the Sunset project. Contact: Patty Fernandez, Real Estate Services Manager 360.676.6961
- **Bayview Road, Island County.** Project consisted of acquisition of preparation of a preliminary funding estimate for valuation of 45 parcels and acquisition of all property and property rights for those parcels. Attended open houses on this highly controversial project, worked closely with county planning, engineering and right of way staff as well as our sub consultant legal staff, the County Attorney, and local property owners and their representatives. This necessary safety improvement project was seen by local neighbors to change their rural roadway into a more highly traveled arterial way.
Project was delivered approximately \$70,000 under budget.
Contact: Randy Brackett, Island County 360.679.7331
- **Lakehaven Utility District: Flow Control Facility, INCA Engineers, Inc.** Construction of a flow control facility and pipeline to connect Lakehaven Utility District pipeline with the City of Tacoma's existing pipeline to access water from the City of Tacoma's Howard Hanson Dam Additional Water Storage Project. Right of Way needed: Two Easements for Water Facilities, one for the flow control facility, one for the connecting pipeline. CERTIFIED researched property value, prepared administrative offers, prepared legal documents for conveyance of property rights and negotiated through closing with property owners. Contact: Cindy Smith, 425.635.1000

Corporate Information

- Incorporated:
August 27, 1999

- FEDERAL TAX I.D. NUMBER:
91-1990392
- WASHINGTON U.B.I. NUMBER:
601-976-952

- WASHINGTON STATE REAL ESTATE LICENSE
NUMBER: CE-RT-IL-S001LB
- Certified Women's Business
Enterprise: W2F4017181

- Insurance:
\$2,000,000 Professional Liability/Errors & Omissions thru Legion Indemnity
\$2,000,000 General Business Liability thru Safeco
* certificates of insurance provided on request or upon entering into contract

- SEATTLE Office:
4535 44TH Avenue SW
Seattle, Washington 98116
Telephone: 206.287.9858
Toll Free: 877.287.9858
Fax: 206.938.6717
- BELLEVUE Office:
600 108th Avenue NE, Suite 347
Bellevue, WA 98004
Telephone: 425.453.0623
Fax: 425.646.6254

e-mail: name@certifiedlandservices.com
website: www.certifiedlandservices.com

SCOPE OF WORK: City of Sultan Park Site Acquisition

Project Overview.

The project consists of acquiring a portion of 1 parcel in fee from a private property owner for a city park.

There is no relocation of persons or personal property on this project.

Local, state and federal funds are involved in this project. In order to protect the city's right to use state and federal funds in this project CERTIFIED will strictly adhere to Federal Highways Administration policies and procedures as well as all applicable federal, state and local laws including, but not limited to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and its amendments, 49CFR Part 24, and state Revised Statutes. Work will be in accordance with the WSDOT Local Agencies Guidelines and by reference the WSDOT Right of Way Manual parts 1 & 2.

CERTIFIED will work closely with all project stakeholders including project managers and staff, engineering project managers and designers, property owners and their representatives and the public.

SCOPE OF WORK: City of Sultan Park Site Acquisition

TASKS

Task 1 - Project Management

Assumptions:

- The City of Sultan ("the City") will act as general right of way project manager.
 - CERTIFIED will provide staff management/advisory time for its staff, but will not consider itself in any way the project manager for the project.
- 1.1.1 Prepare and submit a monthly progress report that will include identification of work performed in the previous month's schedule, measures for mitigating schedule slippage, if necessary, and identification and discussion of potential problems that may arise, including issues resolution.
 - 1.1.2 Post on line status reports and complete document files for City review and real time access of status reports and diary.
 - 1.1.3 Manage quality in coordination with the prime's Project Manager.
 - 1.1.4 Submit detailed monthly invoices.

Task 2 - Preparation

- 2.1.1 CERTIFIED staff will review all documents, files, maps, title reports, legal descriptions and other information provided. Errors, questions and clarifications will be reviewed and discussed.

Task 3 - Appraisal

- 3.1.1 CERTIFIED will hire and manage a qualified appraiser who will provide a full narrative before and after appraisal of the parcel.

Task 4 - Appraisal Review

- 4.1.1 CERTIFIED will hire and manage a review appraiser who will provide appraisal review services for the parcel.
- 4.1.2 The City will set just compensation from which the offer to the property owner will be made.

Task 5 - Administrative

Assumptions:

- All forms and conveyance documents will be on templates provided by CERTIFIED and approved by the City.
- 5.1.1. CERTIFIED will provide signature ready legal documents that will be used to convey fee rights for the parcel.
 - 5.1.2. The City will provide title commitments for each parcel with Schedule B showing exceptions listed.
 - 5.1.3. The City will provide all legal descriptions.
 - 5.1.4. CERTIFIED staff will maintain all records, files, documents and reports in accordance with city, state and federal statutory rules, regulations and guidelines.
 - 5.1.5. CERTIFIED will provide the City with a password to access CERTIFIED's FTP site to obtain status reports and other pertinent information.

SCOPE OF WORK: City of Sultan Park Site Acquisition

Task 6 - Negotiation

Assumptions:

- CERTIFIED agents will act in good faith at all times.
 - CERTIFIED staff will never coerce owners in an attempt to settle parcels.
 - CERTIFIED staff will work whatever hours are necessary, including evenings and weekends, to make themselves available to owners and their representatives.
- 6.1.1. CERTIFIED staff will contact the owner and make every attempt to meet face-to-face to discuss the project and to present the City's offer both verbally and in writing.
 - 6.1.2. CERTIFIED will make at least 3 follow-up personal contacts with the owner with the intent of reaching settlement for the conveyance of property needed. As many contacts as needed to reach settlement will be made.
 - 6.1.3. Negotiations will continue until it is mutually agreed between the City and CERTIFIED that negotiations should be suspended and the file given to the City Attorney to pursue eminent domain actions.
 - 6.1.4. CERTIFIED staff will provide a detailed written diary for the parcel.
 - 6.1.5. CERTIFIED staff will transmit organized parcel files containing all pertinent information, documents, forms, diaries, and Disclaimer Statements.
 - 6.1.6. CERTIFIED staff will prepare a condemnation summary memo if the City deems it is necessary to acquire the parcel through the exercising of its power of eminent domain.

Task 7 - Relocation

Assumptions:

- There are no relocations on this project.

Task 8 - Closing and Conveyance

Assumptions:

- The parcel will not be closed in escrow, but will be "self-closed".
- 8.1.1. CERTIFIED staff will discuss title clearance with the City, and will identify any liens and/or encumbrances that are in conflict with the City's intended use of the property.
 - 8.1.2. CERTIFIED will prepare all documents needed for clearing any liens or encumbrances as noted above, and will clear them.
 - 8.1.3. The City will pay the property owner and/or any lien holders/encumbrancers for the property rights acquired through the closing process.
 - 8.1.4. CERTIFIED will provide the City with a complete file at the close of negotiations. Included in our transmittal package will be conveyance documents ready for the City to record.

C E R T I F I E D
LAND SERVICES CORPORATION

SCOPE OF WORK: City of Sultan Park Site Acquisition

COST ESTIMATE

This proposal is based on charging only for those hours worked. The outline of tasks and hours provided above are a guide to our understanding and approach to work.

PROJECT MANAGEMENT

Senior Project Manager: 10 hours @ \$154 per hour = **\$1,540**

TITLE REVIEW & DOCUMENT PREPARATION

Senior Acquisition Agent: 5 hours @ \$95 per hour = **\$475**

NEGOTIATION

Senior Acquisition Agent: 30 hours @ \$95 per hour = **\$2,850**

Administrative Support: 5 hours @ \$59 per hour = **\$295**

TITLE CLEARANCE

Senior Acquisition Agent: 8 hours @ \$95 per hour = **\$760**

TITLE REPORTS/PAYMENT TO OWNERS

Title Reports will be provided by the City and are not included in this cost estimate. The overall project scope of work calls for the City to pay property owners and/or lien holders/encumbrancers directly for all property and property rights obtained by CERTIFIED.

APPRAISAL

Appraisal: 1 appraisal @ \$3,500 = **\$3,500**
(Appraisal cost based on quotes from 2 appraisers)

APPRAISAL REVIEW

Appraisal Review: 1 appraisal review @ \$750 = **\$750**
(Appraisal review cost based on quote from 1 appraisal reviewer)

REIMBURSABLES

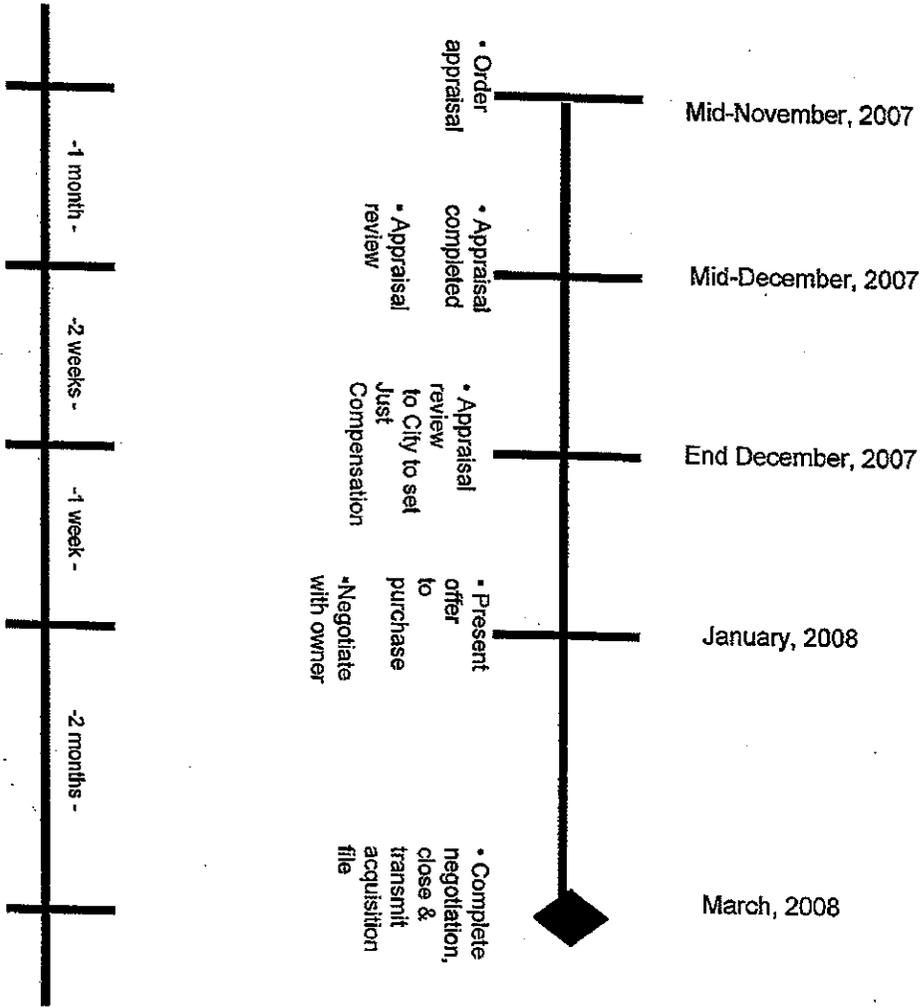
In addition to the above costs, reimbursable costs such as mileage, postage, phone and fax charges, or other reasonable costs will be billed at straight cost.

Estimated Reimbursables = **\$750**

TOTAL ESTIMATED COSTS = \$10,920

NOTE:
IT IS OUR COMMITMENT TO PROVIDE YOU WITH EFFECTIVE AND COST EFFICIENT SERVICE. SINCE WE WERE ASKED TO PROVIDE A NOT TO EXCEED COST ESTIMATE, WE HAVE PROVIDED THIS ESTIMATE FOR YOUR BUDGETING PURPOSES. ALTHOUGH IT CANNOT BE GUARANTEED, IT IS OUR GOAL TO DELIVER THIS PROJECT WELL WITHIN THE ABOVE TOTAL ESTIMATED COSTS. WE WILL UNDER NO CIRCUMSTANCES EXCEED THIS ESTIMATE WITHOUT YOUR FULL CONSENT AND APPROVAL.

**CITY OF SULTAN
Park Site Acquisition
Acquisition Timeline**



Rick Cisar

From: Kristin [kristin@certifiedlandservices.com]
Sent: Friday, December 07, 2007 1:21 PM
To: rick.cisar@ci.sultan.wa.us
Subject: City of Sultan Park Site Acquisition – CERTIFIED Land Services' cost estimate

Rick,

In our conversation this morning, you asked me to explain why our appraisal cost estimate for the park site acquisition project is \$3,500.

The reasons are:

1. The parcel lies within both a floodway and floodplain, both of which may have significant impacts on the value of the property; a wetlands study will need to be done as part of the appraisal;
2. This is a single parcel project, which greatly reduces the economies of scale for the appraiser;
3. The City is buying just a portion of the parcel, while the owner will retain a portion for his residence; in order to do this without going through a formal short-platting process, the acquisition must be done under the power of eminent domain. Therefore, a "before and after" appraisal is necessary, which is a specialized appraisal process that most residential or commercial appraisers don't have experience with; and
4. To protect the City's options to use state or federal funding on the project in the future, we based our scope and cost estimate on acquiring the property under the FHWA and WSDOT rules and regulations, which require the "before and after" appraisals mentioned above.

Please call me with any questions.

Kris

Kristin Butterfield
CERTIFIED Land Services Corporation
4535 44th Avenue SW | Seattle, WA 98116
☎ 206.287.9858 | ☎ 206.938.6717
✉ kristin@certifiedlandservices.com

*CERTIFIED ~ Finding Common Ground
Right of Way Planning, Acquisition, Relocation
visit our website at: www.certifiedlandservices.com*

Exhibit 5 A-17

12/7/2007

