

AGENDA ITEM
Discussion and possible action on Statement of Qualifications for Real Estate Services regarding the Thomas Street Project
BACKGROUND
The Engineering Department prepared a SOQ for real estate services and four real estate firms responded and provided qualifications. Engineering prepared evaluation criteria and evaluated each of the firms' qualifications; results of the evaluations are in the packet.
FISCAL IMPACT
Once a firm is formally selected prices will be determined based on the defined scope of work. The scope of work will be formally defined once a design for the project has been approved.
STAFF RECOMMENDATION
Staff recommends approval of MSA Professional Services based on evaluation results.
Staff contact: Eric Lindman 715-261-6745

**THOMAS STREET REAL ESTATE SERVICES
17TH AVE TO 4TH AVE RECONSTRUCTION PROJECT
STATEMENT OF QUALIFICATIONS EVALUATION RESULTS**

Dated: 8/11/2015

SOQ's were rated by four separate staff members in the Engineering department.
Average of these scores are highlighted below.

Evaluation Criteria Results		MSA	TSR	BH	SRF
Item	Criteria	Final ¹ Rating (1-10)			
1	Rater 1	10	8.6	9.3	9.6
2	Rater 2	8.9	8.6	8.3	8.3
3	Rater 3	9.3	10	9	10
4	Rater 4	7.4	7.3	6	7.3
Total		35.6	34.5	32.6	35.2

¹Ratings are based on a scale of 1-10, 10 being highest rating. Each weighted score, based on the criteria in RFP, are shown in the above table. Highest total score shows most qualified.

Compiled by:


Eric Lindman, P.E. - Director of Public Works & Utilities


Date



More ideas. Better solutions.®

STATEMENT OF QUALIFICATIONS FOR REAL ESTATE SERVICES FOR:

THOMAS STREET FROM 4TH AVENUE TO 17TH AVENUE

Prepared for the City of Wausau, WI

August 4, 2015

MSA

PROFESSIONAL SERVICES

More ideas. Better solutions.®

MSA Professional Services, Inc. is a multidisciplinary consulting firm serving public and private clients throughout the Midwest. Our planning, engineering and architectural professionals meet the needs of a diverse client base with an emphasis on creativity and results. We provide our clients with more ideas and better solutions.

Proposal contact

Beth A. Steinhauer

Project Manager | Real Estate Professional

Phone: (800) 446-0679

Email: bsteinhauer@msa-ps.com

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August 4, 2015

Eric Lindman, PE, Director of Public Works
City of Wausau - Engineering Department
City Hall
407 Grant Street
Wausau, WI 54403

Re: Statement of Qualifications for Real Estate Services - Thomas Street
MSA #P02013007.0

Dear Mr. Lindman,

Selecting a real estate acquisition team requires thoughtful consideration. You must weigh all the pros and cons of the proposals to determine which team will effectively act as an extension of your staff. MSA Professional Services, Inc. (MSA) has assembled a qualified team of real estate professionals to work with you throughout all phases of the land acquisition process.

The members of our team have worked together on many WisDOT projects and are familiar with all state and federal requirements. We have also worked on numerous Local Public Agency (LPA) projects and understand the unique needs of local projects. We've assisted counties and municipalities on similar projects and will help you through the real estate acquisition process to successfully complete the project. With our diverse project experience, we will provide the needed expertise to handle even the most complex situations.

We understand that even a straightforward design project can still present challenging acquisitions. We have assisted the City with acquisitions for 17th Avenue, McCleary Bridge and Sherman Street projects and understand the requirements of the City. Our team has worked together and knows what it takes to meet real estate project timelines.

As stated previously, MSA submits this proposal with the understanding and commitment that our staff and subconsultants will be available to accomplish this project within realistic timetables, as designated by the City. Our team has the capacity to handle this and any future projects for your community, while providing excellent service.

We welcome the opportunity to continue our professional relationship with the City of Wausau and to work on this important project.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Beth A. Steinhauer".

Beth A. Steinhauer
Project Manager | Real Estate Professional

A handwritten signature in black ink that reads "Glenn Speich, Jr.".

Glenn Speich, Jr., PE, PLS
Lead Negotiator | Senior Real Estate Professional

FIRM INFORMATION

MSA PROFESSIONAL SERVICES

MORE IDEAS. BETTER SOLUTIONS.®

As a full service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help them solve today's complex and multi-faceted challenges and improve the quality of their neighborhoods. Our focus is on providing exceptional service to build strong communities.

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, surveyors, GIS experts and real estate professionals. Based in 14 offices across four states, our technical teams collaborate to assist communities throughout the Upper Midwest.

While we've expanded to serve communities, private developers and government agencies, MSA remains true to our mission of being a trusted partner helping clients succeed. More than a technical resource, MSA strives to earn the privilege of being a part of your community. We want to help, especially when you face challenging circumstances.

MSA supports many larger cities and agencies, but remains committed to understanding and serving the needs of the Midwest's small and rural communities. Our portfolio ranges from complex projects for governmental agencies and large municipalities to more straightforward infrastructure projects in unincorporated rural townships. MSA knows what it takes to build—large and small.

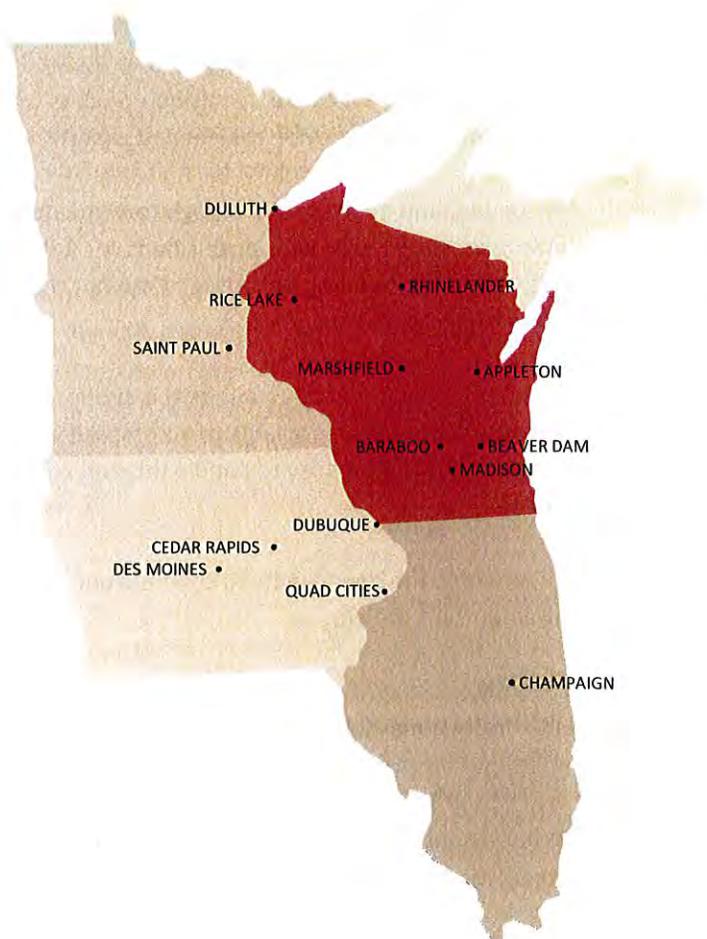
As an employee-owned company, MSA has additional value to offer its clients and communities. Every professional in the company has a vested interest in each project's success. MSA has built a corporate culture based on sustainability, enduring relationships, highly skilled professionals, and respect for community and the environment.

OFFICE COMPLETING WORK FOR THIS PROJECT

Real Estate staff located in our Rhinelander office will be completing work for this project.

MSA Professional Services, Inc.
1835 North Stevens Street
Rhinelander, WI 54501
Phone: (715) 362-3244
Fax: (715) 362-4116

OFFICE LOCATIONS



FIRM INFORMATION

MSA PROFESSIONAL SERVICES

SERVICES PROVIDED

ENGINEERING

- Agricultural
- Construction Management
- Facilities Management and Operations
- Mechanical, Electrical and Plumbing
- Municipal Infrastructure
- Structural
- Transportation
- Wastewater
- Water Supply

FUNDING

- Tax incremental financing (TIF)
- Grant writing
- Grant administration
- Project financing

PLANNING

- Smart Growth planning
- Comprehensive plan development
- Strategic planning
- Community development and financing
- Capital Improvement Planning (CIP)
- Economic development and analysis
- Geographic Information Systems (GIS)
- Ordinances and zoning regulations
- Transportation planning
- Land use planning
- Funding for planning activities
- Parks and recreation planning

ARCHITECTURE

- Building analysis
- Feasibility studies
- Space needs planning
- Master planning
- Design/Site planning
- Mechanical and plumbing engineering
- Cost estimating
- Construction documents
- Construction administration
- Structural engineering
- Bidding
- Post occupancy review

WATER RESOURCES

- MS4 Compliance Planning
- TMDL Compliance Planning
- P8 and WinSLAMM Water Quality Modeling
- Stormwater Management
- Floodplain Management
- Wetland Management
- Dam Engineering
- Stormwater Utilities
- Grant Funding

REAL ESTATE

- Appraisals
- Negotiations
- Relocations
- Title Work
- Plat Review

SURVEYING

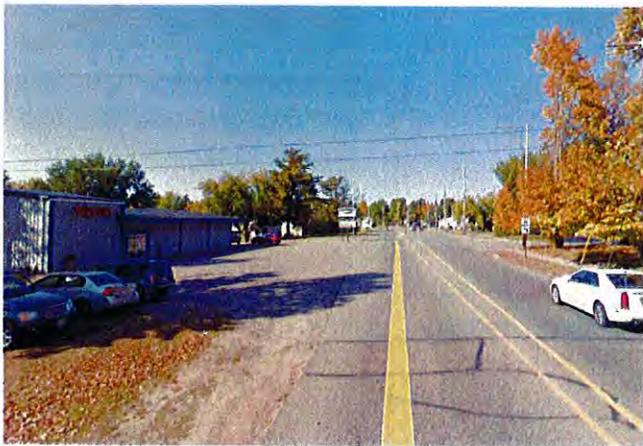
- Asset management
- Boundary survey and land services
- Plats
- Topographic surveys
- Mobile GIS
- Web-based GIS
- Web and mobile delivery
- Utility mapping
- Asset manpower
- Tree inventories
- Traffic sign inventories
- Permit management



ACQUISITION SERVICES | METHODOLOGY

The City of Wausau plans to reconstruct Thomas Street from 4th Avenue to 17th Avenue. The project will include the replacement of water/sewer service laterals, new sidewalks, curb and gutter and a center median. The reconstructed street is approximately 3,600 feet long. There are approximately 68 parcels abutting the street reconstruction. The project will require the acquisition of at least 18 properties and approximately 22 strip takings. Encroachments requiring removal or allowed to remain with a Revocable Occupancy Permit will be determined once the new right of way is staked.

The City desires to move this project forward as quickly as possible. To make that happen, it is important to identify critical issues to be resolved, significant timeframes, the general requirements of eminent domain that apply to this project, and overall scope of acquisition services desired by the City before a full services contract is executed. During this "Pre-Contract Phase", MSA proposes a limited scope contact (time and materials for actual hours used) to move forward and address those issues previously listed. Also during this phase it will be important to get a head start on the Project Data Book and Relocation Plan (on a parallel tract) while the Right of Way Plat is being completed and approved. The MSA team is available to review and comment on the final Right of Way Plat before approval. Approval of the Right of Way Plat is the pivotal point before other acquisition activities can begin. Our project team will meet with City staff to address these concerns.



Thomas Street, Wausau, WI
Photo courtesy of Google Earth

Once the full service contract has been negotiated and approved, MSA will create an introduction letter to the property owners to be approved by the City. The letter will be sent on either MSA, City letterhead, or a joint City/MSA letterhead for this project. The letter will introduce the MSA team and will include a Rights of Landowners Under Wisconsin Eminent Domain Law brochure and a Wisconsin Relocation Rights brochure, if applicable. The letter will provide the location and date for a Project Introduction Meeting (or kick-off meeting). The letter will also include the following information:

- Date for Project Introduction Meeting.
- Right of way staking schedule.
- Copy of the plat.
- Timeline for the project.
- Contact information for the MSA project manager.
- Contact information for the Appraiser, if the parcel is being appraised.
- Contact information for the Relocation Specialist, if relocation is necessary.

The Project Introduction Meeting will be held at City Hall or another location determined by the City. The Introduction Meeting for landowners will introduce City staff and officials and MSA team members. The meeting will open with a general session where the MSA team will explain the eminent domain process and time line. A time for question and answer will follow with the announcement that the MSA team will remain to talk one-on-one with the property owners. The Appraiser and Relocation Specialist will be able to make appointments and answer questions individual owners have. Minutes of the kick off meeting will be created.

When the Right of Way Plat is approved, the Nominal Payment Parcel Report and Appraisals will be completed. The report will indicate which parcels need to be appraised and which will not have appraisals. Procedures for approving the Project Data Book, Nominal Payment Parcel Report, Appraisals, offers and payments will be coordinated with the City of Wausau.

ACQUISITION SERVICES | METHODOLOGY | CONTINUED

All parcel files will be created and documents for making offers will be created concurrently while the Nominal Payment Parcel Report, Appraisals, and the Offering Price Reports are being prepared.

The right of way can be staked after the Project Introduction Meeting. The appraiser will contact the landowners of the parcels being appraised to set an inspection date, if contact was not previously made at the Project Introduction Meeting. The relocation specialist will contact the owners being relocated to determine the relocation needs, if contact was not previously made at the Project Introduction Meeting.

We will prepare a relocation plan for the Thomas Street reconstruction project, review with City staff, and submit to the Wisconsin Department of Administration for approval. Following approval of the plan, relocation housing payments will be calculated for approval by the City and presentation to landowners.

MSA negotiators will contact landowners to set up a meeting to present the offer packages after the City has approved the Appraisals, Nominal Payment Parcel Report, and the Offering Price Reports. If relocation is required, the Relocation Specialist will accompany the negotiator to present the offer. All meetings are assumed to take place in the Wausau area.

When negotiated settlements have been reached, an Offer to Purchase will be signed by the landowners and presented to the City for approval. After the Offer to Purchase has been approved, it will be sent to the Title Company to clear the title and set a closing date. MSA will attend the closings, if requested by the City. W-9 Forms will be prepared for all parcels and 1099's will be prepared by the title company for parcels with a value more than \$600.00. Checks will be distributed and documents will be recorded by the Title Company after the closing.

If a negotiated settlement can't be reached for the Nominal Offers, an appraisal of value will be required under the Owner's rights set forth in the Federal Uniform Relocation

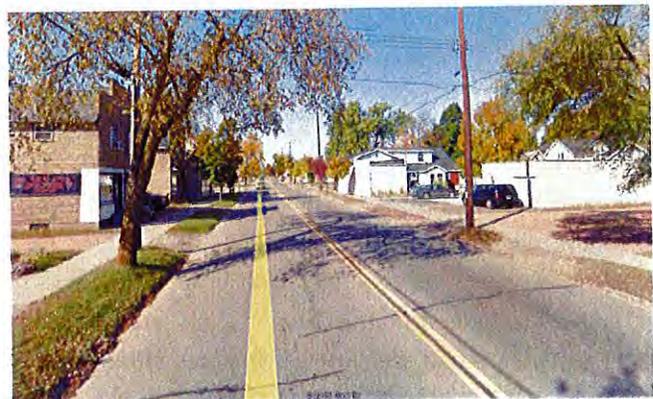
Act to proceed with eminent domain, if requested by the City.

Our scope is based on obtaining a negotiated settlement. If a negotiated settlement is not reached, MSA will prepare the Jurisdictional Offer, Lis Pendens and Award of Damages for the City to sign and deliver. We anticipate that the City Attorney will handle the condemnation proceedings after the Award of Damages.

MSA will be an extension of the City staff during this important project. To communicate with landowners and City staff, MSA will maintain office hours in City Hall. During these office hours, we will be available to meet with landowners regarding their project questions, discuss progress, coordinate plat revisions, and identify parcels that contain unresolved issues with City staff. The amount of hours and days per week for MSA office hours will be determined by the City. The MSA project manager and lead negotiator will be available to participate in City Council meetings.

Once the acquisitions are complete, the parcel files will be assembled including all approved documents, copies of recorded conveyances and parcel diaries. A certification of right of way will be prepared for the project.

Services provided by the City of Wausau include: Property information, updated title reports, owner contact information, tax information, right of way plat, legal descriptions, construction plans, and one time right of way staking.



Thomas Street, Wausau, WI
Photo courtesy of Google Earth



PROJECT TEAM

MSA has assembled a strong project team with all of the key staff members having years of experience in their role, experience in all phases of the real estate acquisition, and experience in the Wausau area.

COMPANY	TASKS
MSA Professional Services	Project Management, Negotiations, Eminent Domain Acquisitions and Consultation with City Staff
Scott Williams Appraisals	Appraisals, Project Data Book, Nominal Payment Parcel Report
Rolling and Barnes	Appraisal Reviews
G.J Miesbauser & Associates	Relocation Plan, Relocation Services
Runkel Abstract & Title	Title Services, Closing Services, Recording Documents

Beth Steinhauer, Project Manager, has more than 25 years of experience in all phases of acquisition projects. Beth has been the project manager for numerous projects and also provides negotiation services. She will provide supervision for the appraisal and relocation phases of the project and coordinate with the negotiators. She will track the progress of each phase and keep tasks on schedule. She will track the project tasks and schedule with key City staff, so necessary approvals are received in a timely manner. She will be available to consult with City staff and landowners at scheduled office hours in City Hall.

Glenn Speich, Lead Negotiator, has more than 20 years of experience in real estate acquisition and 40 years of experience in the transportation engineering and surveying industry. Glenn will be assisted by other MSA negotiators. He will coordinate with Beth on progress and be available to consult with City staff and landowners at scheduled office hours in City Hall and attend Council meeting. Glenn lives in Wausau allowing him to be responsive for in-person meetings with landowners and consultation with City Staff. His availability will be a strong asset for this project.

Barbara Skibinski, Negotiator and Project Administration, will create the project files, coordinate the flow of documents between MSA and the City, and be an active negotiator setting up appointments for both Glenn and herself to expedite the meetings with property owners. She will coordinate with the City Attorney and Runkel Abstract to assure that the closings happen on time.

Ed Singer and Barb Halley are WisDOT approved negotiators also available to provide landowner negotiations.

Scott Williams Appraisals, Inc. will provide the appraisal team. **Scott Williams** is the owner and a well respected eminent domain appraiser in the Wausau area and throughout Wisconsin. Scott has served as an expert witness in court cases involving eminent domain. Scott will be assisted by Wisconsin certified appraisers **Cherie Laffin** and **Janet Williams**.

Rolling & Barnes, LLC. will provide the appraisal review team. **John Rolling** will be the review appraiser assisted by Marian Barnes. John has served as a lead review appraiser for WisDOT and the Federal Aviation Administration on numerous projects. John has served as an expert witness in court cases involving eminent domain. John will be assisted by Wisconsin certified appraiser **Marian Barnes**.

Both **Scott Williams**, the lead appraiser, and **John Rolling**, the review appraiser, have extensive litigation experience which will help minimize the risk of appraisals being challenged.



Thomas Street, Wausau, WI
Photo courtesy of Google Earth



PROJECT TEAM | CONTINUED

GJ Miesbauer & Associates, Inc. will provide the relocation plan and relocation services. **Peter Miesbauer** will be lead relocation specialist on the project. Peter has specialized in relocation since becoming a partner in GJ Miesbauer & Associates. He will be assisted by **Deanna Lowenhagen** who brings strong relocation experience both with WisDOT and serving as Relocation Specialist for the Wisconsin Department of Commerce. They will be at the kick-off meeting so those that are slated to be relocated can meet with them and set appointments to discuss their relocation needs.

Runkel Abstract & Title Company will provide services to obtain a clear title and hold the closing for each property in their offices. They will provide all land owners with Federal Form W-9. Federal Form 1099 will be prepared for parcels with a value more than \$600.00. Checks will be distributed and documents will be recorded by Runkel after the closing.



Thomas Street, Wausau, WI
Photo courtesy of Google Earth



PROJECT SCHEDULE

TASK DESCRIPTION	DAYS AFTER CONTRACT IS RECEIVED <i>Days shown are approximate. We intend to expedite the project as quickly as possible.</i>
Project Data Book	30-60 days
Introduction Letter to Property Owners	30-45 days
Nominal Payment Parcel Report	60 days
Appraisals	60-180 days
Offer Package to Owners	60-180 days
Negotiations	60-300 days
<i>Eminent Domain</i>	<i>If desired by the City</i>

STAFF CAPACITY AND AVAILABILITY

Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project’s completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member’s potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

As stated previously, MSA submits this proposal with the understanding and commitment that our staff and subconsultants will be available to accomplish this project within realistic timetables, as designated by the City. Our team has the capacity to handle this important project for your community, while providing excellent service.

KEY STAFF	CURRENT COMMITMENTS	CURRENT ESTIMATED AVAILABILITY BY TIME PERIOD
Beth Steinhauer <i>MSA Professional Services, Inc.</i>	<ul style="list-style-type: none"> Baraboo Airport Milton Avenue - City of Janesville 	60% August 2015 - December 2015 70% January 2016 - Beyond
Glenn Speich, Jr., PE, PLS <i>MSA Professional Services, Inc.</i>	<ul style="list-style-type: none"> STH 15 Project Management 	75% August 2015 - Beyond
Barbara Skibinski <i>MSA Professional Services, Inc.</i>	<ul style="list-style-type: none"> Surplus land sales Various real estate parcel acquisition contracts 	70% August 2015 - December 2015 80% January 2016 - Beyond
Ed Singer <i>MSA Professional Services, Inc.</i>	<ul style="list-style-type: none"> Burnett County Airport Milton Avenue - City of Janesville 	70% August 2015 - December 2015 80% January 2016 - Beyond
Barb Halley <i>MSA Professional Services, Inc.</i>	<ul style="list-style-type: none"> Various right of way acquisition projects Road approach drafting, several Local Program Bridge projects Small plat creation projects 	70% August 2015 - December 2015 80% January 2016 - Beyond



MSA PROFESSIONAL SERVICES, INC.

STAFF RESUMES

PROJECT EXPERIENCE

REFERENCES

More ideas. Better solutions.®

Each MSA team member is on the WisDOT approved list for LPA projects and brings a unique perspective and background to the work we do. Our collective expertise includes detailed plat knowledge, a deep understanding of administrative and contract requirements, and years of right of way acquisition experience.

Our expertise includes:

- Reviewing right of way plats
- Analyzing property acquisition impacts
- Attending public informational meetings
- Managing all aspects of property acquisition projects, including:
 - » Title work
 - » Appraisals
 - » Relocations
 - » Negotiations
- Clearing property titles
- Providing right of way clearance certificates
- Protecting property owners' rights



Beth Steinhauer has more than 25 years of experience managing and negotiating eminent domain projects. Beth serves as a project manager and lead negotiator for MSA's real estate acquisition projects. Beth places an emphasis on interpersonal communication to effectively negotiate with clients and public stakeholders.



Barb Halley has seven years of experience as an eminent domain negotiator. She has more than 15 years of experience as an engineering technician, working on field staking, surveying and plat creation as a CAD designer.



Glenn Speich, Jr., PE, PLS, has more than 40 years of transportation engineering and surveying experience. He also has more than 20 years of experience managing eminent domain real estate projects. His broad experience allows him to recognize potential issues early on that may be of future concern for the property owner.



Ed Singer has more than 10 years of experience in the real estate profession including acquisition of fee parcels, temporary and permanent easements, property management, and lease negotiations. Ed has worked with WisDOT, utility companies, local jurisdictions, developers, attorneys, title companies and escrow offices. He has acquired property on behalf of state and local governmental bodies.



Barbara Skibinski has six years of experience completing eminent domain real estate acquisition work. Her project experience includes negotiations for relocations, permanent limited easements, temporary limited easements, appraisal review, document preparation, recording and title review.





BETH STEINHAUER

Project Manager | Real Estate Professional
MSA Professional Services, Inc.

Beth provides project management for real estate acquisition services on rural and urban roadway design projects. She provides guidance on various components of such projects, including project scoping, design standards/review, utility involvement, public involvement, management of sub-consultants, agency coordination, right of way plat, title work and legal descriptions. Beth places an emphasis on interpersonal communication skills to effectively negotiate with clients and the public. She has more than 25 years of experience in eminent domain projects.

PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator
Wisconsin Real Estate Broker's License

RELATED PAST EXPERIENCE

Beth has completed project manager/negotiator tasks for the following projects:

- **Village of Weston**
 - Schofield Avenue
 - Weston Avenue
- **Marathon County**
 - CTH E (74 parcels)
 - CTH U & 28th Avenue
- **City of Oak Creek**, South Howell Avenue (64 parcels)
- **City of Park Falls**, STH 13 (116 parcels)
- **City of Beaver Dam**, STH 33 (57 parcels)
- **City of Prairie du Chien**
 - Iowa & Wisconsin Street
 - STH 35/18, Mooney Street to Washington Street
- **City of Janesville**, Main Street
- **City of Verona**, Nine Mound Road
- **Mauston - New Lisbon Union Airport**, 2.8-acre parcel and storage building
- **West Bend Municipal Airport**, Single Family Residence
- **WisDOT**
 - Project 1440-13-22 STH 23, Sheboygan County
 - Project 6320-08-22 STH 13/73, Wood County
 - Project 4550-06-21 STH 67/CTH PP, Sheboygan County
 - Monona Drive (Broadway-Nichols Road)
 - STH 29/CTH Y Interchange
 - CTH N, McCleary Bridge
- **City of La Crosse**
 - Enterprise Avenue
 - West Avenue



GLENN SPEICH, PE, PLS

Lead Negotiator | Senior Real Estate Professional
MSA Professional Services, Inc.

Glenn has experience in all phases of all real estate acquisition services, including project scoping, design standards/review, utility involvement, public involvement, management of sub-consultants, agency coordination, right of way plat and descriptions. His expertise in civil engineering will be invaluable throughout the project. This background will allow him to identify potential issues and assist the rest of the real estate team in navigating those challenges. He has more than 20 years of experience in eminent domain projects. Glenn was the Marathon County Highway Commissioner for 17 years.

PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator
Professional Engineer, WI
Registered Land Surveyor, WI

RELATED PAST EXPERIENCE

Glenn has served in similar roles throughout the following projects:

- **City of Wausau**, Sherman Street and Curling Way
- **UW-Marathon County Campus Expansion**
- **Marathon County**
 - CTH N, USH 51 to CTH NN; CTH NN to Mallard Lane; Lily Lane to CTH KK
 - CTH R, Oriole Lane to Park Road
 - CTH SS Reconstruction
 - CTH X Design, Ross Avenue to Northwestern Avenue; Western Avenue
 - CTH XX Design, Bus 51 to Teach Lane
 - CTH N Design, USH 51 to CTH NN
- **Marshfield Electric Utility Company**, (38 permanent limited easements)
- **City of Park Falls**, STH 13
- **City of Prairie du Chien**, STH 35/18, Mooney Street to Washington Street, including eight commercial and nine residential relocations.
- **City of Appleton**, STH 441
- **City of Neenah**, Winneconne Ave & Green Bay Road
- **WisDOT**
 - Project 6300-01-24 STH 22, Waupaca County
 - Project 6320-08-22 STH 13/73, Wood County
 - Project 7188-02-21 USH 12, Monroe County
 - CTH R, Sherman Street to Oriole Lane
 - CTH N, McCleary Bridge; Park Road to Lily Lane
 - STH 29/CTH Y Interchange
- **Crawford County**, CTH B





BARBARA SKIBINSKI

Real Estate Negotiator
MSA Professional Services, Inc.

Barbara is experienced in negotiations and project administration. Her project experience includes negotiations for relocations, partial acquisitions, temporary limited easements, and permanent limited easements. Her administrative experience includes parcel file preparation, document preparation and recording, appraisal review and client reimbursement. She has worked with homeowners, absentee owners, trusts, businesses and corporations. She has six years of experience in eminent domain projects.

Barbara was instrumental in setting up and organizing the City of Park Falls blitz meetings.

PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator

RELATED PAST EXPERIENCE

Barbara has served in similar capacities throughout the following projects:

- **City of Wausau**, Curling Way
- **City of Mosinee**, Riverwoods Trail
- **UW-Marathon County Campus Expansion**
- **City of Marshfield**, Hume Avenue (1 parcel)
- **City of Oak Creek**, South Howell Avenue (64 parcels)
- **City of Appleton**, STH 441
- **City of Park Falls**, STH 13 (116 parcels)
- **WisDOT**
 - Project 6300-01-24 STH 22, Waupaca County
 - Project 6320-08-22 STH 13/73, Wood County
 - Project 7188-02-21 USH 12, Monroe County
- **Marquette County**, CTH CX
- **City of De Pere**, STH 32, 8th & 9th Street Intersection
- **Town of Conover**, Recreational Trail
- **Village of Birchwood**, Main Street
- **Rusk County**, CTH F - Soft Maple Creek Bridge
- **Oneida County**, CTH J
- **City of Neenah**, Breezewood Lane
- **Village of Biron**, South Biron Drive



BARB HALLEY

Real Estate Negotiator | Senior Engineering Technician
MSA Professional Services, Inc.

Barb has performed real estate acquisition duties on projects ranging from small, rural easements to large, commercial parcels with corporate offices spread across the country. Her duties include title search review, appraisal review, parcel file creation, document creation and negotiations to acquire the required land or easements.

Barb has created transportation project plats and traditional plats, written legal descriptions and created associated deeds. Her experience in creating plats allows her to easily explain the intricacies of them to owners during the negotiation process. She has seven years of experience in eminent domain projects.

In addition to her experience in the real estate area, she has worked on municipal and WisDOT roadway and bridge design projects since 1995 using CADD design software.

PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator

RELATED PAST EXPERIENCE

Barb has completed real estate negotiation tasks similar to those outlined above for the following projects:

- **UW-Marathon County Campus Expansion**
- **City of Oak Creek**, South Howell Avenue (64 parcels)
- **City of Park Falls**, STH 13 (116 parcels)
- **City of Prairie du Chien**
 - Iowa & Wisconsin Street
 - STH 35/18, Mooney Street to Washington Street
- **WisDOT**
 - Project 1146-75-22 STH 15, Outagamie County
 - Project 1440-13-22 STH 23, Sheboygan County
 - Project 1440-25-21 STH 23 & CTH E Intersection, Sheboygan County
 - Project 1440-26-21 STH 23 & CTH M Intersection, Sheboygan County
 - Project 4550-06-21 STH 67/CTH PP, Sheboygan County
- **City of Baraboo**, South Boulevard
- **Crawford County**, CTH B
- **City of Neenah**, Winneconne Ave & Green Bay Road
- **City of Fond du Lac**, Main Street
- **Cottage Grove Utility Project**
- **City of Sun Prairie**, MacArthur Street - Safe Routes to School





ED SINGER

Real Estate Acquisition Professional
MSA Professional Services, Inc.

Ed has more than 10 years of experience in the real estate profession including acquisition of fee parcels, temporary and permanent easements, property management, and lease negotiations. Ed has worked with WisDOT, utility companies, local jurisdictions, developers, attorneys, title companies and escrow offices. He has acquired property on behalf of state and local governmental bodies; participated in public information meetings; and presented evidence during condemnation proceedings. Ed has a good understanding of transportation plats, plan sets and title work. Most recently, Ed acquired property rights on several parcels in La Crosse County.

PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator
Member of IRWA
Notary Public

RELATED PAST EXPERIENCE

Ed has completed real estate acquisitions or performed negotiator tasks on the following projects:

- **WisDOT, Madison, WI**
 - o Project 7190-06-21 STH 35, La Crosse County
 - o Project 5310-02-21, USH 14, Dane County
 - o Project 5600-00-23, STH 59, Green County
- **Dokken Engineering, San Diego, CA***
 - o Prospect Avenue Corridor Enhancement Project, Santee, CA
 - o Inland Rail Trail, San Diego Association of Governments, San Diego, CA
- **North County Transit District, Oceanside, CA***
 - o Sprinter Light Rail Project
 - o Sorrento Valley Double Track

**Denotes experience prior to joining MSA.*



CURLING WAY EXTENSION PROJECT

WAUSAU, WI
(NOVEMBER 2013-AUGUST 2014)

Reference Mayor James Tipple
407 Grant Street
Wausau, WI 54403
(715) 261-6800

The Curling Way project was designed to provide a new access road to the City’s new Curling Center and Soccer Complex by extending Curling Way to Junction Road. The project consisted of acquiring a closed body shop and three shop buildings from the Pine Grove Cemetery. Glenn Speich and Barbara Skibinski worked together to acquire the needed land and buildings from two parcels.

Barbara was the lead negotiator for the body shop acquisition creating the documents and setting up meetings with the owners. She worked with Peter Miesbauer, our relocation specialist on the project, to coordinate relocation benefits for the owner and the renter. The only relocation benefits involved were moving payments as the business was closed and another person was renting a storage area for a hobby shop. The owners had the commercial property and their house listed with a realtor. They were planning on relocating to Minocqua and were closing on their new house. The owners’ finances were stretched to their maximum so Barbara worked closely with the City and the owners to facilitate the move. Relocation payments are typically reimbursement payments instead of direct payments to a moving company. She worked to assure all of the utilities were paid and that the site was cleaned of debris left from remodeling and use by the former body shop tenant. She directed the renter to obtain moving quotes and arranged a self-move payment as requested by the renter.

Glenn was the lead negotiator for the Pine Grove Cemetery acquisition. He worked with Peter Miesbauer to determine relocation benefits. It was an unusual relocation because the cemetery’s replacement building would be located on cemetery property. Glenn also met with the Holtz

Krause Landfill Coordinator. The landfill was closed and was being acquired by the County for a soccer complex. It was determined that the landfill had encroached onto cemetery property. The Cemetery Board wanted that encroachment paid for as part of any settlement for the Curling Way extension. Negotiations were complicated by the relationship between the City and cemetery. The Pine Grove Cemetery was fulfilling the need for a city cemetery so the City had a vested interest in keeping the cemetery functioning and solvent. An agreement was reached that was acceptable to both parties. It provided the cemetery with an acceptable new replacement building, built to current code, and the City acquired the land occupied by the cemetery’s current shop buildings in order to construct the Curling Way extension.



UW MARATHON COUNTY CAMPUS EXPANSION

WAUSAU | MARATHON COUNTY
(2007-2008)

Reference | Brad Karger
Marathon County Administrator
500 Forest Avenue
Wausau, WI 54403
(715) 261-1400
bmkarger@mail.co.marathon.wi.us

Marathon County had received a million dollar grant to construct a new building for Public Policy and Civic Engagement. Due to the urban setting of the UW Campus, 20 homes needed to be acquired to clear a one block area for the new building and provide room for a proposed dormitory.

In 2007, Brad Karger-Marathon, County Administrator, asked Glenn Speich and MSA to handle the relocation project for the County.

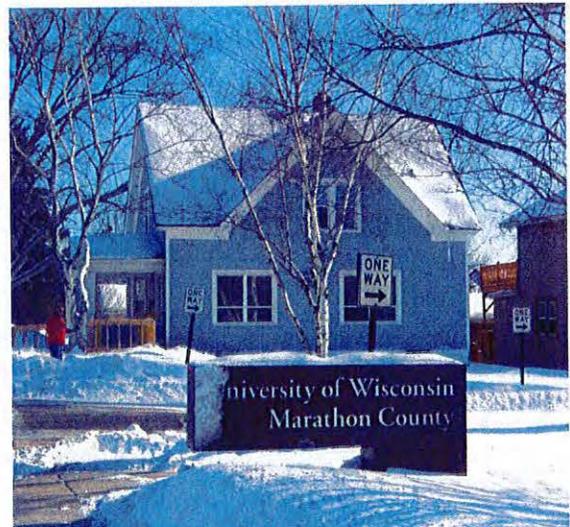
The project was set up as a joint project with the City of Wausau and Marathon County. MSA teamed up with Joe Pribanich, City Planner and Ann Werth and Tammy Stratz from the City Community Development Office. Joe would handle the review functions and get the documents through approvals and Glenn would coordinate the appraisals and

be the Negotiator. Ann and Tammy provided relocation assistance for the owners. Barbara Skibinski provided document creation and assisted Glenn on negotiations.

The project was divided into three phases: the area for the new building, an area for parking and the area for the proposed dormitory. During the 14 months for the project, Glenn negotiated 19 agreements for purchase and bought one property that was in foreclosure. None of the settlements were appealed and only two landowners exercised their right to get a second appraisal. The project was acquired in 2007-2008 on time and very close to budget.



After



Before



MSA | PROJECT EXPERIENCE AND REFERENCES

STH 13

PARK FALLS, WI
(FEBRUARY 2011 - JUNE 2012)

Reference Phil Bochler, Assessor/Building Inspector/
Zoning/Safety Director
City of Park Falls
400 4th Avenue
Park Falls, WI 54552
(715) 762-2436
assessor@cityofparkfalls.com

MSA provided acquisition services for the City of Park Falls on a connecting highway project on STH 13. This project involved 116 parcels, of which 96 were temporary limited easement (TLE) only parcels. One of the challenges of this project was its tight timeframe.

We held a kick-off meeting to introduce MSA's negotiation team and present the project. When we were ready to present the offers, we held blitz meetings at City Hall that allowed us to meet as many landowners as possible within the tight timeframe. All four of our negotiators were present at all of these meetings.



MAIN STREET

JANESVILLE, WI
(SEPTEMBER 2014 - FEBRUARY 2015)

Reference Michael Payne, P.E.
City Engineer
City of Janesville
18 North Jackson
Janesville, WI 53547
(608) 755-3164
paynem@ci.janesville.wi.us

MSA acquired Temporary Limited Easements from eight parcels on Main Street from St. Lawrence Avenue to Centerway for the City of Janesville. The Temporary Limited Easements will allow for transition of driveway and sidewalk grades on adjoining private property. Despite the tight project time frame, all acquisitions were completed on time and the project is scheduled for 2015 construction.



MSA | PROJECT EXPERIENCE AND REFERENCES

SOUTH HOWELL AVENUE

OAK CREEK, WI
(NOVEMBER 2012 - AUGUST 2014)

The City of Oak Creek needed an experienced real estate consultant to provide acquisition and appraisal services for its role in sidewalk installation during a WisDOT highway maintenance project. MSA partnered with the City to provide acquisition services for the 2.5-mile project length. Because the project was managed by WisDOT, our team was required to comply with WisDOT and Federal Highway Administration procedures.

Throughout the project, our team acted as an extension of the City's staff, advocating on behalf of their needs while remaining sensitive to the land owner concerns and questions. We have coordinated numerous "blitz" meetings, making our team available at a local location to discuss parcel acquisition and potential impacts with property owners. The project involved 64 parcels.

WisDOT determined an additional eight parcels were required to construct the project. Compass Land Consultants prepared the appraisals. MSA acquired the additional eight parcels and met the project schedule for 2014 construction.



Reference Brian Johnston, PE, Development Engineer
City of Oak Creek
8640 S. Howell Avenue
Oak Creek, WI 53154
(414) 768-6531
bjohnston@oakcreekwi.org

STH 33

BEAVER DAM, WI
(AUGUST 2011 - 2014)

Reference Ritchie Piltz, Engineering Coordinator
City of Beaver Dam
205 South Lincoln Avenue
Beaver Dam, WI 53916
(920) 356-2543
rpiltz@cityofbeaverdam.com

WisDOT reconstructed STH 33, a connecting highway, through the center of Beaver Dam. The City of Beaver Dam also reconstructed sidewalks as part of the project. The majority of acquisitions were TLE parcels for the sidewalk work. This project involved both high-end commercial properties in the downtown area and residential parcels. The project included 52 parcels. Two of the parcels were early acquisitions for the removal of a three-story building.



For the STH 33 project in Beaver Dam, the majority of acquisitions are TLE parcels for the sidewalk work.



SUBCONSULTANTS

Scott Williams Appraisals, Inc.
Rolling & Barnes, LLC.
G.J. Miesbauer & Associates, Inc.
Runkel Abstract & Title Company

More ideas. Better solutions.®

SCOTT WILLIAMS APPRAISALS, INC.

Scott Williams Appraisals, Inc. has been in existence since 1972. It is currently the largest appraisal company in central and north central Wisconsin. It has five appraisers as well as a full-time market researcher and support staff.

Scott William Appraisal, Inc. handles all types of appraisal assignments. It is very active in appraising residential property in the Wausau area and in central and north central Wisconsin. Residential appraisals are made for such purposes as mortgages, relocations, divorces, condemnation and to advise individual buyers and sellers.

Much of the company's work is in the non-residential field (commercial, multifamily, industrial, vacant land, etc.) for financing and other purposes. A significant amount of this work is in various communities in central and north central Wisconsin. Many appraisals are for condemnation - either for the property owner or the condemning authority. The company is also quite active in appraisals for divorces, lawsuits, and other legal proceedings.

Because of its size and the qualifications of those within it, Scott Williams Appraisal, Inc. has received a number of large multi-parcel assignments. They include:

- 102 Wausau commercial and residential parcels for four road projects
- 27 Wisconsin Rapids commercial parcels for a road project
- 11 Marshfield commercial, agricultural, and residential parcels for agricultural easements, clear zone easements, and fee takings
- 24 Schofield commercial parcels for a road project
- Over 100 properties in Oshkosh for electric transmission line

The company appraised many large commercial and industrial properties. There have also been a number of complex appraisal assignments on unusual or difficult special purpose properties.

PRINCIPAL CLIENTS SERVED

CITIES

Appleton
Crandon
Ladysmith
Marshfield
Merrill
Mosinee
Schofield
Stevens Point
Wausau
Wisconsin Rapids

COUNTIES

Marathon
Wood

SCHOOL DISTRICTS

Wausau
D.C. Everest
Merrill
Mosinee

WISCONSIN STATE AGENCIES

Department of Transportation (DOT)
Division of Highway
Bureau of Aeronautics
Department of Natural Resources (DNR)
Department of Justice
Housing Finance Authority
University of Wisconsin

VILLAGES

Athens
Auburndale
Brokaw
Kronenwetter
Plover
Weston

TOWNSHIPS

McMillan
Minocqua
Rib Mountain
Weston

REFERENCES

**Village of Weston
Director of Public Works**

Keith Donner, PE
Phone: (715) 241-2610
KDonner@westonwisconsin.org

**Marathon County
Highway Commissioner**

James Griesbach
Phone: (715) 261-1800
jmgriesbach@mail.co.marathon.wi.us

Wausau City Attorney

Anne Jacobson
Phone: (715) 261-6590
cityattorney@mail.ci.wausau.wi.us





SCOTT R. WILLIAMS
Appraisal Services
Scott Williams Appraisals, Inc.

As president of Scott Williams Appraisal Inc., Scott is responsible for completing all aspects of real estate appraisal services. Scott Williams Appraisal, Inc. began in 1972, it is currently the largest appraisal company in central and north central Wisconsin.

PROFESSIONAL REGISTRATION

MAI and SRA Designations from the Appraisal Institute
Wisconsin General Certified Appraiser, Certificate #1
State of Wisconsin Licensed Real Estate Broker

PROFESSIONAL ORGANIZATIONS

Appraisal Institute
Wisconsin Appraisers Coalition
Wisconsin Real Estate Appraisers Board
Appraiser Qualifications Board
Central Wisconsin Board of Realtors

QUALIFIED AS A REAL ESTATE EXPERT

Courts: Marathon County (all branches), Brown County, Cook County (Illinois), Forest County, Jefferson County, Langlade County, Lincoln County, Oneida County, Portage County, Shawano County, Sauk County, Sawyer County, Vilas County, Wood County, and Federal Bankruptcy Court (Madison, Wausau and Eau Claire).

Condemnation Commissions: Wisconsin counties of La Crosse, Marathon, Portage, Waupaca, Winnebago, and Wood.

Assessment Boards of Review: Wisconsin cities of Marshfield, Wausau, and Wisconsin Rapids. North Central District State (Wis.) Board (for industrial properties).

American Arbitration Association



CHERIE A. LAFFIN
Appraisal Services
Scott Williams Appraisals, Inc.

Cherie has worked exclusively in real estate appraisal with Scott Williams Appraisal, Inc. since 1998.

PROFESSIONAL REGISTRATION

MAI Designations from the Appraisal Institute
Wisconsin Certified General Appraiser and Licensed Appraiser,
Certificate #1181-010

PROFESSIONAL ORGANIZATIONS

Appraisal Institute

APPRAISAL EXPERIENCE

Assignments include appraisals of commercial, industrial, residential and vacant land. Primary area of concentration is appraising vacant land, commercial, multifamily and industrial.

QUALIFIED AS A REAL ESTATE EXPERT

Courts, Commissions and Boards of Review: Marathon County, Lincoln County, Portage County, Wood County.



JANET WILLIAMS
Appraisal Services
Scott Williams Appraisals, Inc.

Janet has worked exclusively in real estate appraisal with Scott Williams Appraisal, Inc. since 1975.

PROFESSIONAL REGISTRATION

Wisconsin Residential Certified Appraiser
SRA Designation for the Appraisal Institute

PROFESSIONAL ORGANIZATIONS

Appraisal Institute

APPRAISAL EXPERIENCE

Engaged exclusively in real estate appraisal since 1975 specializing in single family residential properties. Assignments include appraisals of over 10,000 residential properties since that time. Assignments have involved appraisals for banks, a variety of transferee relocation companies, state and federal agencies, private individuals, and corporations.



ROLLING & BARNES, LLC.

Rolling & Barnes, LLC. provides appraisals for eminent domain, utility, public works, and asset management projects. This team has more than 40 years of combined experience on highway, airport, transmission line, urban renewal, corridor, and pipeline projects in Wisconsin and Michigan.

PRIOR EXPERIENCE IN WAUSAU/MARATHON COUNTY

They have performed appraisals and consulting assignments on several area projects, including:

- Multiple appraisals for the Grand Avenue (Bus 51) reconstruction project
- Multiple appraisals for the West Arterial (new alignment) project
- Appraisal of railroad crossing interests for Thomas Street Bridge project
- Litigation appraisal and testimony regarding the Wausau Music case on N. 3rd Avenue.

FIRMS RELATED PAST EXPERIENCE FOR THESE CLIENTS

- City of Wausau, Wisconsin
- City of Verona, Wisconsin
- Wisconsin Department of Transportation
- City of Prairie du Chien, Wisconsin
- City of Madison, Wisconsin
- City of Monona, Wisconsin
- City of Sun Prairie, Wisconsin
- Town of Madison, Wisconsin
- La Crosse County, Wisconsin

FIRMS RELATED LITIGATION SUPPORT FOR THESE CLIENTS

- Wisconsin Department of Justice
- Dane County, Wisconsin
- City of Wausau, Wisconsin
- Boardman and Clark LLP
- Godfrey & Kahn SC
- Michael, Best & Friedrich LLP

REFERENCES

City of Prairie du Chien, WI	Garth W. Frable Phone: (608) 326-6406 gfrable@prairieduchien-wi.gov	Village of Howard, WI	Paul Evert Village Administrator Phone: (920) 434-4640 pfevert@villageofhoward.com
City of Prairie du Chien, WI	Thomas Peterson City Attorney Phone: (608) 326-6214 paptfp@mhtc.net	American Transmission Company	James Olson Real Estate Manager Phone: (608) 877-3622 jrolson@atcllc.com
City of Madison, WI	Donald Marx, Manager Office of Real Estate Services Phone: (608) 267-8717 dmarx@cityofmadison.com		





JOHN ROLLING

Appraisal Services
Rolling & Barnes, LLC.

John is a managing member of the firm. He has specialized in appraisal, appraisal review, and litigation support for public and utility projects since 1990. His right of way experience includes road, airport, pipeline, electric transmission and urban renewal projects. He frequently testifies as an expert witness in eminent domain cases. He is an SR/WA and an instructor for International Right of Way Association appraisal courses. He is also an AQB-certified USPAP instructor.

PROFESSIONAL REGISTRATION

Wisconsin Certified General Appraiser #127-10
Minnesota Certified General Appraiser # AP-20195203

TEACHING CREDENTIALS

Instructor, International Right of Way Association Appraisal Courses
AQB-Certified USPAP Instructor #10832
Instructor, Madison Area Technical College

PROFESSIONAL AFFILIATIONS

International Right of Way Association, Senior Member (SR/WA)
American Society of Farm Managers & Rural Appraisers, Associate
Appraisal Institute, Practicing Affiliate
National Association of Realtors, Member

APPRAISAL EXPERIENCE

Experience includes fee appraisal and review assignments in commercial, residential, and agricultural property. Areas of special expertise are partial interests and public acquisitions.



MARIAN BARNES

Appraisal Services
Rolling & Barnes, LLC.

Marian is a partner and senior appraiser of the firm. She has been providing appraisals since 2007. She specializes in linear utility and highway projects. She has also appraised properties for sewer assessment appeals, FEMA buy-outs, aviation easements, and stormwater easements. Prior to appraising, she worked in environmental assessment and remediation. She is a member of the International Right of Way Association Environmental Community of Practice and an SR/WA. She is also an Appraisal Institute Candidate for Designation.

PROFESSIONAL REGISTRATION

Wisconsin Certified General Appraiser, #1807-10
Certified General Appraiser, Michigan #1201073448

PROFESSIONAL AFFILIATIONS

International Right of Way Association, SR/WA
Appraisal Institute, MAI

APPRAISAL EXPERIENCE

Experience includes fee appraisals of land, residential and commercial properties, particularly for eminent domain. Specifically,

- Appraisals for above-ground transmission line easements, natural gas pipelines, roads, aviation easements, and sewer.
- Clients include cities, counties, road commissions, utilities, state DOT, Bureau of Aeronautics, and private parties.
- Areas of work include rural western, southern, and central Wisconsin; Madison, Wisconsin metropolitan area; and southwest and western Michigan.
- Unique projects include appraisals for
 - o Buyout of homes by FEMA
 - o Townships defending assessments for municipal services to the state tax tribunal
 - o Buy out of residential properties due to contamination from oil spill
 - o Conservation easements
 - o Asset management for Catholic church
 - o Estates
 - o Divorces



Rolling & Barnes, LLC

Real Estate Appraisals & Consulting

July 22, 2015

Beth Steinhauer
MSA Professional Services, Inc.
2901 International Lane, Suite 300
Madison, WI 53704

RE: City of Wausau
West Thomas Street Reconstruction Project
Appraisal Review Services

Dear Ms. Steinhauer:

Thank you for inquiring as to our firm's interest in providing real estate appraisal review services for this upcoming project. We welcome involvement in this project.

Attached please find qualification statements for the principal members of our firm. I would also direct you to our website, www.rollingandbarnes.com, for additional material regarding our recent projects. Let me take this opportunity to highlight qualifications uniquely suited to our prospective role in this project.

Prior Experience in Wausau/Marathon County

We have performed appraisals and consulting assignments on several area projects, including:

- Multiple appraisals for the Grand Avenue (Bus 51) reconstruction project
- Multiple appraisals for the West Arterial (new alignment) project
- Appraisal of railroad crossing interests for Thomas Street Bridge project
- Litigation appraisal and testimony regarding the Wausau Music case on N. 3rd Avenue.

Prior Experience with Principal Appraisers, Scott Williams Appraisal Company

I have known Scott Williams for over 30 years. Scott taught one of the first appraisal courses I took, and Scott has attended courses I've taught in the years since. In 2006, we worked with Scott and his staff on a major appraisal consulting project (American Transmission Company, Arrowhead-Weston 345-kV Transmission Line). Based on these experiences, I am confident that we will be able to successfully communicate as appraisers and reviewers to expedite this project.

Prior Appraisal Review Experience

While both my partner, Marian Barnes, MAI and I are qualified to review appraisals for this project, I will specifically underscore my particular qualifications for this task.

222 N. Midvale Blvd., Suite 22
Madison, WI 53705

Phone: 608.231.2120
Cell: 608.516-9967

E-Mail: john@rollingandbarnes.com



JDR to B. Steinhauer
7/22/2015
Page 2

I am regularly engaged to review appraisals involving difficult issues, most often eminent domain cases. I currently hold a master contract with the Wisconsin Department of Transportation Division of Highways for appraisal review services, and I have done appraisal reviews for Wis DOT's Bureau of Aeronautics for several years. I currently perform appraisal reviews involving appraiser licensing cases for the Wisconsin Department of Safety and Professional Services. I have also performed many appraisal reviews for the Wisconsin Department of Natural Resources.

Most appraisal reviews involve just one appraiser or just one property. Appraisal review for multi-parcel projects brings special challenges. Here the reviewer must not only pay attention to the details of each report, but must also watch for consistency in approach and unit values across the project. We have developed review management systems and techniques to maintain consistency. Some examples of our involvement in reviewing appraisals made for multi-parcel public projects are:

- Monona Drive, City of Monona (Dane County, WI) 2013.
- CTH F, City of Pewaukee (Waukesha County) 2005.
- Outagamie County Airport, Appleton, 2013.
- Stevens Point Municipal Airport, Stevens Point, 2012.

In summary, our company is well qualified to provide the appraisal review services required for the City of Wausau's West Thomas Street reconstruction project. We have review expertise/experience, familiarity with the local area, and a good relationship with the principal appraiser—all of which should benefit the sponsor and the prime real estate consultant.

Again, thanks for soliciting our interest.

Sincerely,



John D. Rolling
Wisconsin Certified General Appraiser # 127-10

Attachments: Qualification Statements

222 N. Midvale Blvd., Suite 22
Madison, WI 53705

Phone: 608.231.2120
Cell: 608.516-9967

E-Mail: john@rollingandbarnes.com



G.J. MIESBAUER & ASSOCIATES, INC.

G.J. Miesbauer & Associates, Inc. is a right of way acquisition corporation established by Mr. Gerald Miesbauer, SR/WA, in January 1998 to meet the needs of Wisconsin agencies. They specialize in providing relocation services for various types of eminent domain-based acquisition projects for highways, airports, utilities, and urban renewals.

The firm delivers on-time, on-budget relocation services for both public and quasi-public entities. Services include:

PRE-PROJECT SERVICES

- Acquisition Stage Relocation Plan Preparation
- Public Information Meetings
- Pre-Acquisition Meetings

PROJECT SERVICES

- Relocation Assistance Eligibility Determinations
- Acquisition Services
- Relocation Assistance Services

Whether working with a local municipality or the WisDOT, the goal of G.J. Miesbauer & Associates, Inc. is to provide customer based, high quality, cost effective services for the transportation industry.

REFERENCES

City of Milwaukee Infrastructure Services Division	Chad Chrisbaum Major Projects Engineer Phone: (414) 286-0470 cchris@milwaukee.gov	CH2M Hill	Charlie Webb Senior Project Manager Phone: (414)847-0248 Charlie.Webb@CH2M.com
	Jefferson County Office of Emergency Management	Donna Haugom WCEM, Director Phone: (920) 674-7450 donnah@jeffersoncountywi.gov	



PETER MIESBAUER

Lead Relocation Specialist | Vice President
G.J. Miesbauer & Associates, Inc.

Peter Miesbauer has more than 15 years of experience. He has been involved in the acquisition of right of way and providing relocation assistance for numerous projects for both WisDOT and Local Public Agency. He has been responsible for completing acquisition stage relocation plans, identifying comparable housing and business properties, calculating replacement payments for both residences and businesses, providing recommendations between real property fixtures to be purchased and personal property to be moved, assisting with both residential and commercial moves, obtaining commercial move estimates, compiling business personal property inventories and providing assistance with completing necessary relocation claims and appropriate documentation.

USH 12 - City of Middleton

Project involved relocation services for eight businesses on the USH 12 Improvement Project in Middleton with collaboration with the WisDOT. It involved very complex relocation assistance services. All businesses have been relocated successfully and the project has been constructed.

USH 151 – Madison to Sun Prairie

This WisDOT project involved acquisition services and relocation assistance services for commercial as well as residential properties. The scope of work involved preparation of a Relocation Stage Acquisition Plan, negotiation and acquisition of 16 parcels and relocation of four parcels.

North Washburn Street - City of Oshkosh

Project Involved 0.4 mile relocation and reconstruction of a frontage road serving the interchange area of USH 41 and STH 23. The project consisted of six parcels and the relocation of two new auto dealerships.

CTH C, Ozaukee County

Project involved acquisition of 64 parcels for Ozaukee County. This project involved the acquisition of common areas from two condominium complexes. Relocation activities were provided to three families.

West Bend Municipal Airport

Project involved relocation plan and relocation assistance for one single family residential unit

DEANNA LOEWENHAGEN

Relocation Specialist
G.J. Miesbauer & Associates, Inc.

Deanna Loewenhagen (Annie) has over 20 years of real estate, right of way, and relocation experience. Most recently she created and managed a new real estate section within the engineering firm SRF Consulting Inc. Prior to that, she served as a Relocation Specialist with the Relocation Unit of the Bureau of Local Development within the Wisconsin Department of Commerce. Prior to working for the Department of Commerce, Ms. Loewenhagen was the Relocation and Lands Management Facilitator for the Bureau of Real Estate within the Wisconsin Department of Transportation.

Annie has extensive training and the most experience in relocation of any active agent in the state. During her employment with WisDOT and the Department of Commerce, she has accumulated a wealth of experience and knowledge about all aspects of relocation law. Throughout her career she has been very active within the professional organization, IRWA. Through this organization, she obtained and maintained the designation of Senior Member (SR/WA) as well as Right of Way Relocation Assistance Certification (R/W-RAC). She is a certified instructor for a variety of IRWA Relocation and Negotiation classes.



RUNKEL ABSTRACT & TITLE COMPANY

Runkel Abstract & Title Company has been in business since 1891. They have been providing over a century of comprehensive title service solutions.

They are familiar with the City of Wausau’s expectations regarding the land acquisition process. Runkel has worked on previous projects with MSA and the City of Wausau.

They are experienced professionals with more than 275 years combined experience, ranging from attorneys to commercial and residential title services specialists.

They have multi-county resources with six fully-staffed offices throughout northern Wisconsin.

They have flexible scheduling with 24/7 access to on-site data and ability to meet you where and when you need them.

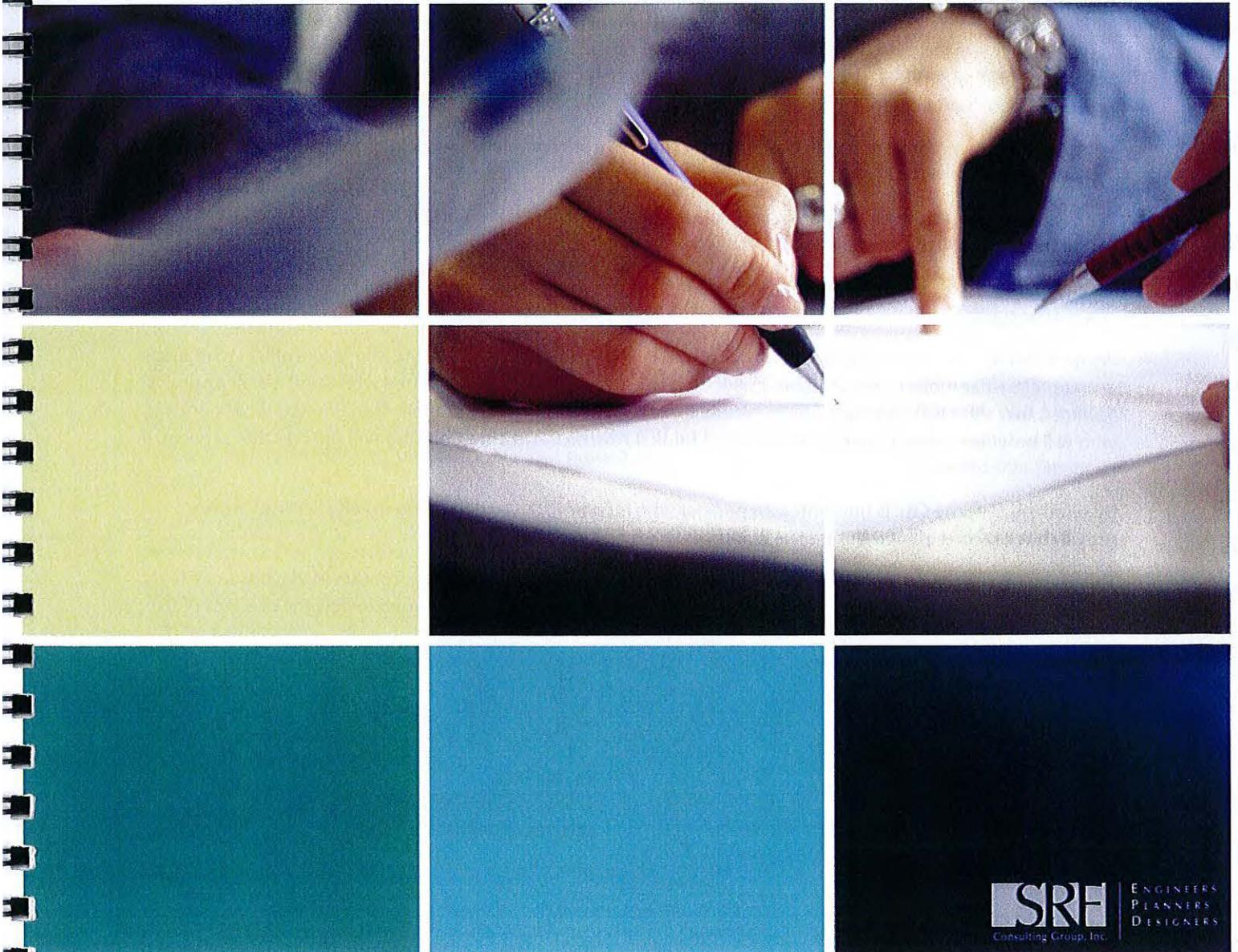


Thomas Street, Wausau, WI
Photo courtesy of Google Earth



City of Wausau, Wisconsin

Real Estate Services for the Thomas Street Reconstruction Project // August 4, 2015



August 4, 2015

Mr. Eric Lindman, PE
Director of Public Works & Utilities
City of Wausau Engineering Department
407 Grant Street
Wausau, WI 54403

Subject: Real Estate Qualifications for the Thomas Street Reconstruction Project from 4th Avenue to 17th Avenue

Dear Mr. Lindman and Members of the Selection Committee:

The City of Wausau is requesting qualifications for real estate acquisition and relocation services required for the reconstruction of a portion of Thomas Street. **SRF Consulting Group, Inc.** is eager to lend our project management, appraisal, acquisition, and relocation skills to the City. We know that while support for this project has been generally favorable, there has been some opposition. Our goal is to harness the positive energy surrounding this project while sensitively addressing existing and developing concerns as they arise. Our team members, particularly **Marla Britton, SR/WA**, and **Ken Helvey**, have a proven history of achieving favorable results while working with government agencies in the midst of challenging issues.

Selecting the SRF team will provide the City the following benefits:

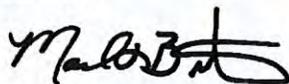
- » A comprehensive real estate team with the expertise and capabilities necessary to complete the required right of way acquisition services – from the resolution authorizing condemnation to razing the structures in advance of construction requirements.
- » Clear, concise communication with City staff that conveys work completed, work in progress, and work scheduled for remaining tasks.
- » Documented real estate acquisition quality control/quality assurance program to ensure the City receives accurate and timely deliverables.
- » Staff engineers with the expertise to assist the City with a review of the proposed final plat to reduce the need for plat revisions.

We have assembled a team exclusively comprised of SRF staff from our Wisconsin and Minnesota offices to manage and complete the project requirements. In addition to our SRF staff, we have teamed with **Steven Wall Appraisal Services, Inc.**, who will complete any furniture, fixture, and equipment appraisals; **Deneen Appraisal Services**, who will provide review appraisal services; and **Runkel Abstract and Title Co.**, who will provide title services, if needed.

By selecting SRF, the City is guaranteed a partner who is committed to delivering quality services with a proven track record of success and the resources to exceed expectations.

Thank you for the opportunity to present our qualifications in this proposal. Please contact Marla Britton with any questions regarding our project approach. In the meantime, we are continuing to review the specifics of this project and preparing for kick-off.

Sincerely,



Marla Britton, SR/WA
Project Manager | 608.829.5884
mbritton@srfconsulting.com



Ken Helvey
Principal | 763.249.6785
khelvey@srfconsulting.com

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SRF offers a comprehensive real estate team with the expertise and capabilities necessary to complete the required right of way acquisition services.

SRF Overview & Services

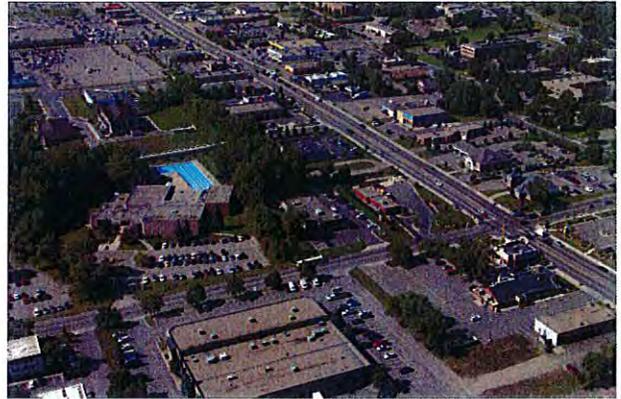
SRF Consulting Group, Inc.

For more than 50 years, SRF has helped to strengthen communities across the Midwest. As a full-service consulting firm, SRF's engineers, planners, and designers offer tailored services and innovative solutions that answer our clients' project concerns. SRF is headquartered in Minneapolis, Minnesota, and has offices in Madison, Milwaukee, and La Crosse, Wisconsin; Saint Paul, Minnesota; Fargo, Minot, and Bismarck, North Dakota; and Omaha, Nebraska.

Our Madison team's many years of experience mean that the City of Wausau can be assured that a half-century of accumulated lessons learned will eliminate potential mistakes and bring many time- and money-saving ideas to your project.

Drawing on our dedicated multidisciplinary staff, we effectively complete complex projects and are committed to maintaining close working relationships with our clients. SRF's long-term client relationships truly reflect our ability to provide quality and award winning services.

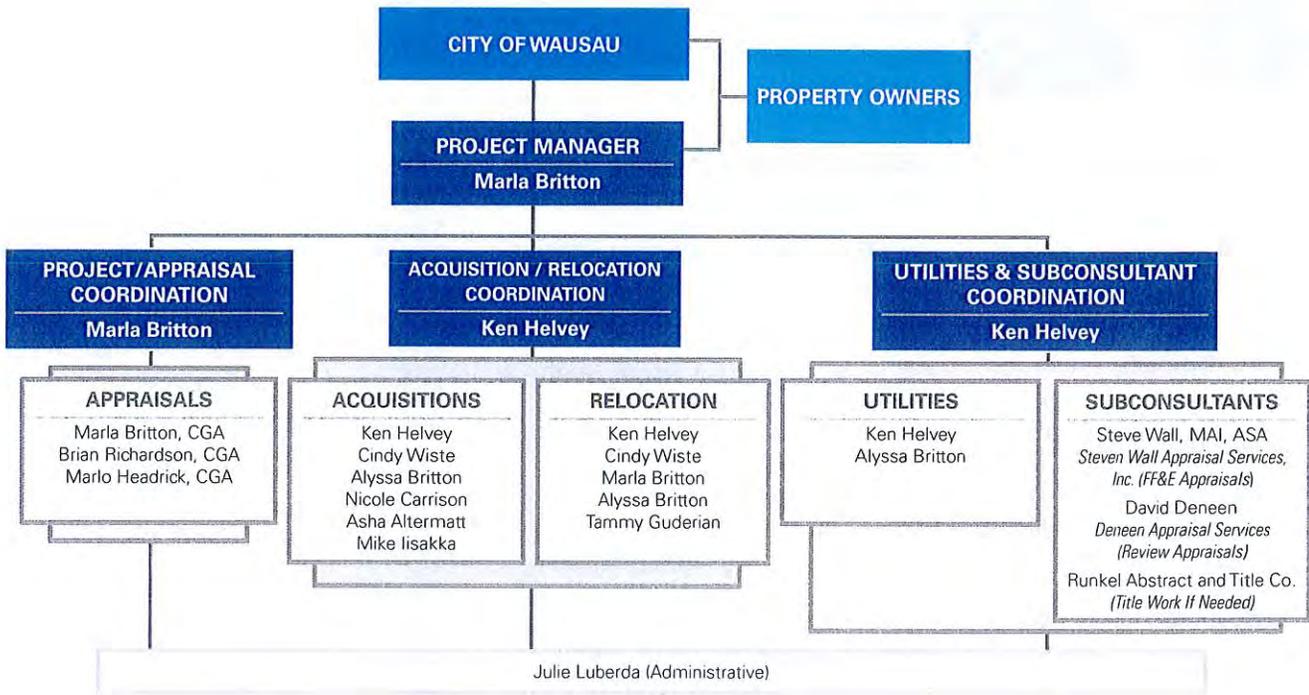
Our philosophy is simple – provide quality service, be sensitive to the need for community involvement, maintain close and responsive communication with clients, remain open to alternatives, be team players, and meet clients' schedules. These principles are carried out in every project that we undertake from planning and feasibility studies through design and construction services.



The SRF team's many years of experience mean that the City of Wausau can be assured that a half-century of accumulated lessons learned will eliminate potential mistakes and bring many time- and money-saving ideas to this project.

SRF Acquisition & Relocation Team

To fulfill this project, we have assembled a team exclusively comprised of SRF staff from our Wisconsin and Minnesota offices to complete the project data book, nominal value waivers, appraisals, acquisitions, relocation plan, relocations, and property management of the project. This team has successfully collaborated on many similar projects. The City will benefit from the team's familiarity and dynamic partnership. In addition to the real estate agents shown in this proposal, we have a large pool of additional staff resources that can also be brought in if necessary.



Staff Availability

SRF is completing several larger, complex projects similar to the Thomas Street Reconstruction project. Therefore, we are able to dedicate our key staff to your project. Our Project Manager, **Marla Britton**, will be able to dedicate 80% of her time to fulfill the needs of this project. **Ken Helvey**, who will oversee the Acquisition and Relocation team and Utility Relocation, is able to dedicate 60% of his time. **Alyssa Britton** will be the primary agent for those parcels requiring acquisition and relocation and is able to dedicate 80% of her time. **Cindy Wiste** will manage the acquisitions of the strip takings and is able to dedicate 60% of her time. Please refer to resumes on the following pages for each key team member's experience and qualifications.

Ken Helvey // Acquisition & Relocation



Ken leads SRF's Real Estate Services Group and manages the acquisition, relocation, and appraisal processes for infrastructure, utility, and development projects. Since 1993, he has provided public and private sector clients with real estate services. Ken has worked closely with the Minnesota Department of Transportation, Department of Housing and Urban Development, and the U.S. Army Corps of Engineers as well as many local, municipal, county and state agencies and non-profit associations. Additionally, Ken has worked with a number of non-profit organizations, including the Community Housing Partnership and Powderhorn Residents Group. He has successfully completed the relocation, acquisition, and negotiations for many residential and commercial parcels.

Areas of Expertise

- « Project Management
- « Right of Way Acquisition
- « Relocation Cost Estimates
- « Relocation Plans
- « Relocation Advisory Services as required by the Uniform Act
- « Relocation Assistance Appeal Hearings
- « Relocation Assistance File Audits
- « Complex Industrial Relocations
- « Property Management
- « Grant Assistance
- « Appraisal Coordination

- » **Prairie du Chien Relocation**, Prairie du Chien, Wisconsin. Led relocation.
- » **Robert Street Improvement Project**, City of West Saint Paul, Minnesota. Project Manager and Acquisition Agent
- » **Fargo-Moorhead Diversion**, North Dakota and Minnesota
- » **CAPX2020, Property Acquisition and Property Management**, Fargo, North Dakota and LaCrosse, Wisconsin Transmission Lines. Project Manager
- » **L-27 Hopkins Lift Station & Interceptor for the Metropolitan Council Environmental Services**
- » **South Saint Paul Forcemain for the Metropolitan Council Environmental Services**, Minneapolis, Minnesota. Acquisition Agent
- » **Xcel Line Maintenance Activities**, Xcel Energy. Project Manager

- » **Elko/New Market Interceptor for Metropolitan Council Environmental Services**, Minneapolis, Minnesota. Acquisition Agent
- » **Coates to Cannon Falls Gas Pipeline for Greater Minnesota Transmission**, Minnesota. Project Manager and Acquisition Agent
- » **Minnesota Municipal Power Agency LeSueur Project**, LeSueur, Minnesota. Project Manager
- » **Hopkins Lift Station Parcels 8 & 9 for the Metropolitan Council Environmental Services**, Minneapolis, Minnesota. Project Manager, Negotiation, and Relocation
- » **Mahtomedi Lift Station 7 for the Metropolitan Council Environmental Services**

» **Education:** B.A., Political Science, University of Minnesota, 1992; National Highway Institute Courses; Annual MnDOT Right of Way Professional Workshop; Multiple IRWA Continuing Education Courses

» **Professional Affiliations:** International Right of Way Association

» **Licenses and Registrations:** Real Estate Broker, Commissioned Notary Public, WisDOT Statewide List of Negotiation Consultants

Marla Britton, SR/WA, CGA //

Marla's impeccable credentials make her the ideal project manager. The City will benefit from her natural rapport with owners, clients, & peers



Project Manager & Lead Appraiser

During her extensive career, Marla has appraised a wide range of properties for various WisDOT Regions, cities, and counties throughout Wisconsin. She currently serves as the Chair of the Real Estate Appraiser's Board in the State of Wisconsin and has previously been appointed to the Real Estate Appraisers Application Advisory Committee, making her an ideal candidate for leading this project.

Marla has proven knowledge of and adherence to the Uniform Standards of Professional Appraisal Practice, Federal right of way acquisition regulations and procedures, Wisconsin statutes (Chapter 32) and WisDOT's Real Estate Program Manual. She has provided appraisal reviews for a variety of appraisal types for Wisconsin highway projects as well as reviews for the Department of Natural Resources.

She is familiar with and has written reports on the variety of WisDOT approved formats for eminent domain appraisals; Before and After, Short Format, Abbreviated Standard Appraisal, Project Data Book and Nominal Valuations.

Areas of Expertise

- « Appraisal Review and Coordination
- « Project Management
- « Nominal Acquisition
- « Negotiations
- « Relocations

Additional Experience

- » IRWA certified to instruct appraisal courses
- » Authored five valuation guides for use by appraisers.
- » Served as an adjunct instructor for Western Wisconsin Technical College's 75-hour real estate licensing course

Relevant Project Experience

- » 16 Acquisitions, 28 Relocations, 2 appraisals, City of Prairie du Chien, WI, Project ID 1661-05-23
- » 12 Appraisals, 25 Acquisitions, 1 Commercial Relocation, and 1 Project Data Book, Village of Lake Delton, WI, Project ID 6145-00-24
- » 7 Acquisitions, 16 relocations, Village of Cross Plains, WI, Project ID 5310-02-20
- » STH 23 Early Acquisitions, Fond du Lac and Sheboygan Counties, WI
- » CTH J, Adams County Highway Department, WI
- » Monona Drive, WI. 46 commercial appraisal reviews.
- » STH 67, Kiel, WI. 12 residential, commercial and agricultural appraisals.
- » USH 2 Railroad, WI. 14 residential and recreational appraisals.
- » Prescott-Ellsworth, CTH E Intersection, USH 10, WI. Three residential, specialty & commercial appraisals.
- » STH 16, Sparta, WI. 12 residential & commercial appraisals.
- » Project Data Book, 116 parcels; 1 relocation, 16 appraisals, Park Falls, WI, Project ID 9931-02-21
- » Project Data Book, 12 nominal reports, 12 appraisals Baraboo, WI Project ID 5988-00-04

» **Education:** M.S., Education, University of Wisconsin, 2004; B.S., Agriculture, University of Illinois, 1983

» **Professional Affiliations:** Intl. Right of Way Association, Appraisal Institute, Wisconsin Realtors Association, Greater LaCrosse Board of Realtors, Wisconsin Assessors Association

» **Licenses and Registrations:** Wisconsin Certified General Appraiser (WI, MN, IA, ND), Real Estate Broker (WI), Wisconsin Licensed Assessor Level II, SR/WA, WisDOT LPA Approved – Appraiser, Negotiation

Cindy Wiste // Acquisition & Relocation



Cindy has eight years of right of way acquisition and relocation experience. Her extensive experience in contract work results in highly detailed products that are a necessary part of acquisition and relocation tasks.

Cindy provides a range of right of way services to SRF's clients, including document and file preparation, right of way acquisition and relocation assistance. Her professional and polite manner helps put property owners and tenants at ease during the acquisition process.

Areas of Expertise

- « Relocation Assistance
- « Right of Way Acquisition
- « Document and File Preparation

Relevant Project Experience

- » **Lake Street Reconstruction**, Hennepin County, Minnesota. Acquisition agent.
- » **CSAH 81 (TH 100 to CSAH 10) Crystal Segment**, Hennepin County, Minnesota. Acquisition: 36 parcels. Relocation: 16 residential parcels, five commercial parcels. Relocation and acquisition agent.
- » **White Bear Avenue Reconstruction**, Ramsey County, Minnesota. Acquisition: 49 parcels. Acquisition agent.
- » **South St. Paul Forcemain for the Metropolitan Council Environmental Services**, Minneapolis, Minnesota. Acquisition: 24 parcels. Acquisition agent.
- » **STH 35, River Falls-Roberts Road**, Wisconsin Department of Transportation. Acquisition: nine parcels. Acquisition agent.
- » **East Bethel Wastewater Treatment Plant for the Metropolitan Council Environmental Services**, Minneapolis, Minnesota. Acquisition: five parcels. Acquisition agent.
- » **Elko/New Market Interceptor for the Metropolitan Council Environmental Services**, Minneapolis, Minnesota. Acquisition: 32 parcels. Acquisition agent.
- » **Fernbrook Lane Reconstruction**, Plymouth, Minnesota. Acquisition: 20 parcels. Acquisition agent.
- » **Vadnais Boulevard Realignment**, Ramsey County, Minnesota. Acquisition: 8 parcels. Relocation: three commercial parcels. Acquisition agent.
- » **Coates to Cannon Falls Gas Pipeline for Greater Minnesota Transmission LLC**, Minnesota. Acquisition: 42 parcels. Acquisition agent.

» **Education:** Multiple International Right of Way Continuing Education Courses, National Highway Institute Courses

» **Professional Affiliations:** International Right of Way Association

» **Licenses and Registrations:** Real Estate Sales Person, Commissioned Notary Public

Alyssa Britton, RWA // Acquisition & Relocation



"The DOT used you to give us the unpleasant news of having to move in a short amount of time, but your pleasant personality came shining through. Thank you for your hard work and for being such a kind person." – Lou Anne Schweppe, home owner

Alyssa has worked in the appraisal business for more than 10 years. Before joining SRF, she worked for Clement Sutton Corporation where she assisted in the appraisals for various Department of Transportation regions, cities, counties, and states. Alyssa is experienced in researching and compiling information in a variety of DOT approved formats. Most recently, she completed the acquisition and negotiation for many commercial parcels in Lake Delton, Wisconsin. Alyssa has also assisted in writing a number of acquisition stage plans, as well as a variety of relocation claims.

Areas of Expertise

- « Appraisals
- « Nominal Acquisitions
- « Acquisitions
- « Residential & Business Relocation

Relevant Project Experience

- » 16 Acquisitions, 28 Relocations, City of Prairie du Chien, WI, Project ID 1661-05-23
- » 5 Appraisal Reports; STH 23 Early Acquisitions, Fond du Lac and Sheboygan Counties, WI
- » 17 Commercial/Residential FEMA Appraisals, Village of Gays Mills, Crawford County, WI
- » 19 Commercial/Residential/Agricultural Appraisals; Project Data Book, USH 45, City of Clintonville, Waupaca County, WI
- » 2 Commercial Appraisals; 5 Nominal Valuations; Sales Study, Highway 46/64, Town of Cylon, St. Croix County, WI
- » 5 Appraisals, 1 Project Data Book, Town of Oak Grove, Barron County, WI, Project ID 1197-21-22
- » 11 Appraisals, 1 Project Data Book, South Boulevard, Town and City of Baraboo, WI, Project ID 5988-00-04
- » 2 Appraisals, 1 Sales Study, STH 60, Town of Cylon, Project ID 8070-01-24
- » 14 Appraisals, Village of Howard, Brown County
- » 4 Acquisitions, 1 Sales Study, Town of Jefferson, WI, Project ID 3080-03-24
- » 12 Appraisals, 25 Acquisitions, 1 Commercial Relocation, and 1 Project Data Book, Village of Lake Delton, WI, Project ID 6145-00-24
- » 31 Minimum Damage and 10 Uncomplicated Appraisal Reports; Project Data Book, City of Fergus Falls, Otter Tail County, MN
- » 7 Acquisitions, 16 relocations, Village of Cross Plains, WI, Project ID 53100220
- » 2 relocations, DeForest. 1 Commercial, 1 Residential.

» **Education:** Currently pursuing a Bachelor's Degree in Real Estate Studies at Ashford University; Certified General Appraiser Coursework completed through McKissock with 3,000+ hours of relevant experience in the field.

» **Licenses and Registration:** Wisconsin Real Estate Salesperson (pending); Notary Public: Wisconsin

» **Certifications:** Certified General Appraiser (Certification Pending); IRWA Right of Way Agent (RWA) Certification; WisDOT LPA Approved – Negotiation, Relocation

Steven Wall, MAI, ASA // FF&E Appraisals

Steven Wall Appraisal Services, Inc.

Steven's Machinery and Equipment appraisal experience includes metal fabrication machines, service stations and petroleum related equipment, rolling stock, office furniture, computer equipment, churches, bank equipment, restaurant furniture and kitchen equipment, grocery store equipment, dental and optical office and lab equipment, hospital and medical clinic equipment, industrial plant equipment, rubber and plastic injection molding machinery, etc.

He has specialized in the valuation of Trade Fixtures and Personal Property for eminent domain purposes. Trade Fixture and Personal Property Appraisals have been completed for sit-down and fast food restaurants, convenience stores, automotive dealerships and service garages, grocery stores, cell phone towers, furniture stores, auto body shops, etc.

These appraisals have been conducted using various valuation premises. He has been an expert witness for lawsuits, fire loss cases, estate settlements, condemnation hearings, tax appeals, divorce hearings, and bankruptcy proceedings.

Areas of Expertise

« FF&E Appraisals

Appraisal Education

« Real Estate Appraisal Principles

« Valuation Procedures

« Income Capitalization - Course A & B

« Case Studies

« Report Writing and Valuation Analysis

« Standards of Professional Appraisal Practice - Parts A, B, and C

« Appraisal of Machinery and Equipment

Single and Multi-Property Appraisals Project Experience

» State of North Dakota/City of Fargo, North Dakota, Fargo Flood Diversion Project. - Appraisal of Trade Fixtures, Machinery and Equipment in the following properties: Howard Johnson Hotel, Side Street Bar and Grill, Fargo Public School District Building (multi-purpose building with commercial kitchen, warehouse, offices, woodworking, electrical, plumbing, and painting shops, auto repair and welding shops), Mid-America Steel Co. (complex of nine buildings with a total of 58 overhead, jib, and mono rail cranes)

» Fairway Paint and Sandblasting Company, Holmen, Wisconsin – Appraisal of the machinery and equipment, rolling stock, office furniture, computer equipment, for relocation purposes.

» Hennepin County – Lakeland Ave. N Redevelopment Project in Brooklyn Park,

MN Project - Appraisal of Trade Fixtures, Machinery and Equipment in the following properties: Sarges Auto Body Shop, two Mexican Grocery Stores, Park Liquor, Minnesota Roofing Company, Beauty salon/Barber shop, Sinclair Convenience Store, Jim's Auto Repair, Budget Inn.

» Hennepin County - Lowry Ave Bridge Project, Minneapolis, MN - Appraisal of Trade Fixtures, Machinery and Equipment in the following properties: Super America Convenience Store, Rivers Liquor Store, and Rocket Crane Services.

» State of Minnesota Department of Transportation, Winona Bridge Project – Winona, MN Appraisal of Trade Fixtures, Machinery and Equipment in the following properties: Severson Sinclair Convenience Store, AmericInn Motel, Dahl Motors, U-Haul Rental Center.

» **Education:** B.S. and B.A. Degree, University of Montana - Missoula, Montana, 1973

» **Professional Affiliations:** Appraisal Institute - Member (MAI), American Society of Appraisers - Senior Member

(ASA), Minnesota Association of Professional Appraisers

» **Licenses and Registrations:** Minnesota Licensed Real Estate Appraiser - Certified General Real Property Appraiser - License #4001239 – Recertified biennial

David Deneen // Review Appraisals

Deneen Appraisal Services

As the owner of **Deneen Appraisal Services**, David has more than 40 years of experience in a wide spectrum of appraisals and assessments throughout the state of Wisconsin. He spent 16 years working as an appraiser for the Department of Revenue (DOR), where he performed advanced professional property appraisal and assessment work in the Bureau of Equalization. David was responsible for reviewing and defending the most complex assignments associated with property appraisal and assessment deteriorations. At the DOR, he was known for his ability to apply technical standards and procedures with minimal guidelines in highly sensitive situations.

David also has 11 years of experience appraising all types of property for the Wisconsin Department of Transportation. He also reviewed appraisals for WisDOT in the Milwaukee, Madison, LaCrosse and Eau Claire districts and was a township assessor for Lincoln, Mead, and Dove, Wisconsin.

Areas of Expertise

- « Review Appraisals
- « Complex Appraisal Analysis
- « Local Real Estate Market Analysis

Education

- » B.A., Loras College, 1966
- » Multiple Society of Real Estate Appraisers (SREA) education courses
- » Multiple Appraisal Institute courses
- » American Society of Farm Managers and Rural Appraisers (ASFMRA) courses
- » Multiple continuing education courses from University of Wisconsin-Extension and Chippewa Valley Technical College
- » Multiple International Right of Way Association education courses
- » International Association of Assessing Officers sponsored courses
- » Federal Highway Administration sponsored courses
- » Training courses sponsored by Wisconsin Department of Revenue
- » Training courses sponsored by WisDOT

» **Professional Affiliations:** International Right of Way Association, Wisconsin Indianhead Assessors Association

» **Licenses and Registrations:** Certified General Appraiser: Wisconsin # 710-010; Certified Wisconsin Assessment Specialist (CWAS)

SRF Experience

SRF has a long, proud history of providing high-quality services and deliverables for our clients. As one of our core values, quality is infused throughout our company.

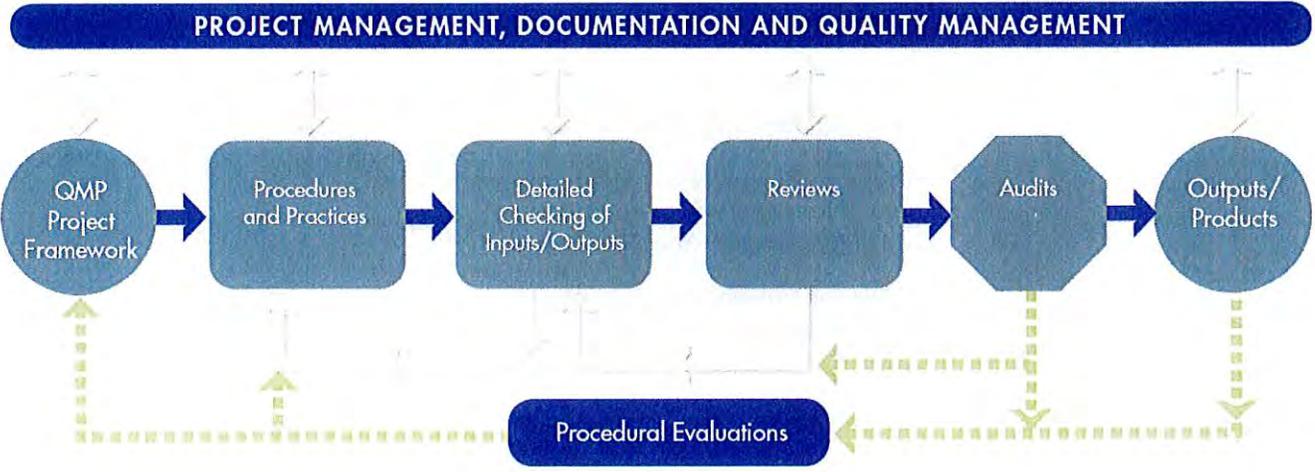
Focus on Quality

The success of all projects is based on a thorough quality assurance/quality control procedure. By selecting SRF for this project, the City can feel confident that all deliverables will be held to the highest of standards.

At SRF, project materials must pass through a multi-phased review process, a simplified version of which is illustrated below. This process is well documented and roles are clearly defined, allowing for consistency and accountability across the firm.

Adhering to this rigid process enables us to continually produce exemplary, reliable work and build successful projects.

The projects on the following pages represent our most recent, relevant work. These projects followed state and federal procedures and provide direct experience applicable to the Thomas Street project. Project references can be found on the final page of this proposal.



Fargo-Moorhead Diversion Project

Fargo, North Dakota and Moorhead, Minnesota

When the Fargo-Moorhead Diversion project began property acquisition for the in-town levee portion of the project, the client called on SRF (part of the Houston-Moore Group) to lead appraisal and relocation activities. The goal was to appraise and acquire all of the properties needed to construct the in-town levees on a very tight timeline.

The Diversion project is a multibillion-dollar flood control project in the Red River Valley. It has many facets, one of which is the in-town levee. Significant amounts of property are needed for this project, and many owners do not support the undertaking.

SRF was responsible for the appraisal of 36 parcels (many of them complex and technically challenging). The types of parcels included:

- » Single Family Homes
- » Hotel
- » Restaurant
- » School District Warehouse/
Kitchen Facility
- » Parks
- » Parking Lots
- » Office Buildings

SRF also provided relocation assistance services including:

- » Single Family Homes
- » Hotel
- » Restaurant
- » School District Warehouse/
Kitchen Facility
- » Office Buildings

These relocation services included meeting with displacees to determine their specific relocation needs and preferences. SRF explained relocation assistance benefits, eligibility requirements, and procedures to each displacee during one-on-one meetings. We provided the most current information on the availability, purchase price, or rental cost of comparable locations. The SRF team carefully coordinated the work schedule to meet the needs of residents and business owners.



Mid America Steel buildings



Front of house

Village of Lake Delton

Sauk County, Wisconsin

When WisDOT needed turn-around of their project under tight timelines, they looked to SRF to complete the appraisals, acquisitions, relocation, and to work with the commercial owners where encroachments were identified to clear the real estate for the reconstruction of the entryway to the Village of Lake Delton. Along with the partial acquisitions from 25 commercial properties, the project required working closely with a commercial owner whose building was purchased. The owner decided to rebuild on the remnant parcel in order to maintain a distinguished location in the "Waterpark Capital of the World."

The SRF team from our Madison and La Crosse offices worked very closely with the SW Region to establish clearing of all right of way on the project to allow for a Certification #1 to be issued. This project had the additional complication of needing to work closely with the relocated business to allow for reconstruction on the remnant property prior to construction of the road improvements in Fall 2013.

This project showcases our expertise in completing a Project Data Book, nominal reports, appraisals, acquisition, relocation services, on- and off-premise signs, and encroachments along the project. In addition, SRF issued the requisite revocable permits for encroachments allowed to remain along the right of way and vacation notices to those encroachments needed to be removed.



Before & after photos of Wisconsin Ducks ticket sales office in Lake Delton on USH 12 & STH 23

"I would like to tell you that everything concerning this project, from the engineering, to appraisals, to final construction, was a cinch. Please pass on to DOT how proud we are of their work as well as all of the consultants. A job well done!"

Tom Diehl, President – Tommy Bartlett, Inc.

City of Prairie du Chien

Crawford County, Wisconsin

The City of Prairie du Chien project was very politically sensitive. Fear, concern, and uncertainty were heavily present when the Department of Transportation selected the three (3) roundabout alternative along STH 35/USH 18. The project endured delays as the citizens voted out one City Council member and the project was temporarily put on hold. SRF's real estate team was brought in to handle the complex acquisitions and relocations of 17 of the parcels that included single family residences, rental properties, retail and commercial businesses. With careful coordination with local and state participants, the project will be completed to allow for construction to occur in 2014. The project involved many unique complexities as the recent downturn in real estate values put some owners underwater – SRF's staff worked diligently to bring these sensitive issues to a resolution in compliance with the Uniform Act.

As with your project, many of the individuals had resided in their homes for decades - with respectful and empathetic staff, SRF's employees helped move these individuals into replacement housing. The SRF team carefully coordinated with the City to ensure that residents and business owners have their needs met.

As we worked with the participants on this project, you can be assured that SRF's staff will also work closely with the City and the impacted individuals on this project while at all times seeing that all federal and state relocation laws are followed.



SRF handled the complex acquisition and relocation negotiations of 17 commercial and residential properties.

"I want to thank Marla and the SRF staff for working with me during this transition. Marla always made herself available and made sure I understood what was happening. It was difficult to leave my house of 14 years, but progress has to keep moving forward."

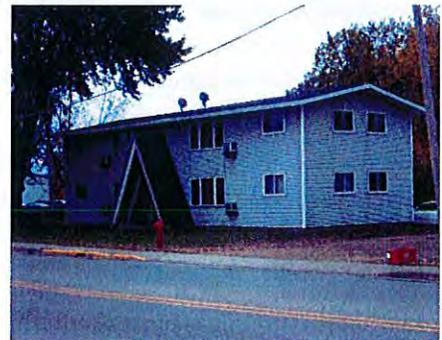
Elaine Mahr, Property Owner

Village of Cross Plains

Dane County, Wisconsin

When the County was faced with complex and difficult relocations, they contracted with SRF to provide acquisition and relocation services along USH 14 in the Village of Cross Plains at the intersection with CTH KP. The Village has a Class A trout stream that abuts the rear of the project parcels. The project length is 1.27 miles on either side of CTH KP and also includes the replacement of the bridge across CTH KP. This task involved 9 parcels, of which one was owned by the Village and one required negotiating for additional lands as mitigation for lands was needed from the Department of Natural Resources.

Although there were only 9 parcels on the project, there were 20 individuals affected, as this was a mix of residential and commercial relocations that also included apartments. The relocations were politically connected and well-represented by attorneys, creating a higher level of anxiety for the Department. SRF's team will provide to your project the same level of expertise to bring the vision of the new law enforcement center to reality..



"It's been a pleasure working with SRF's staff. Your knowledge and expertise were of great assistance to the process."

Hans Zietlow, Director of Real Estate – Kwik Trip, Inc

Oconto County Law Enforcement Center

Oconto County, Wisconsin

When the County was faced with a complex and highly politically sensitive project on a very tight timeline, they contracted with SRF to provide appraisal, acquisition, relocation, and property management services to acquire all of the properties on an entire City block. The project involved 14 acquisitions, 16 appraisals, and 22 relocations. The project included 12 residential homes, two commercial business parcels, a city street, and two alleys.

SRF successfully acquired all of the real estate within 10 months and had all of the relocatees moved within 12 months. The project complexity involved one property owner upside-down in the mortgage, which required additional coordination and outreach to the lender. SRF was also retained by the County to coordinate the hazardous materials RFP, review of references, and assistance with overseeing the completion of the final report as well as coordination for the demolition RFP and walk-through with interested firms. The City was vocally opposed to the project, creating a higher level of complexity for the project.

SRF's team will provide your project the same level of expertise to clear the needed right of way.

Just as SRF worked with the participants on this project, you can be assured that SRF's staff will also work closely with the City and the impacted individuals on the Thomas Street project while ensuring all federal and state relocation laws are followed at all times.



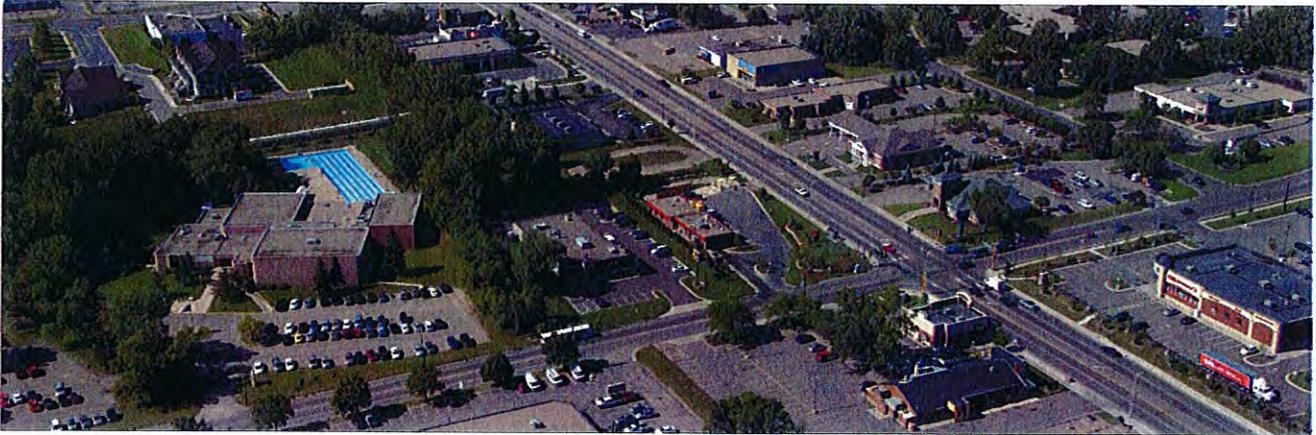
Property at the site of the proposed law enforcement center



Aerial view of the proposed law enforcement site

Robert Street Improvement Project

West Saint Paul, Minnesota



When the City of West Saint Paul was awarded a federal grant to improve a 2.5-mile stretch of the Robert Street corridor, they looked to SRF to assist them in making the project a reality. Robert Street (Trunk Highway 952) is the main north/south transportation route through the heart of the commercial business district in West St. Paul. The multiyear, phased project will reconfigure Robert Street from Mendota Road to Annapolis Street.

To develop concepts that met the needs of stakeholders, SRF developed a comprehensive public engagement plan was developed. Regular meetings of a project management team and citizen advisory committee as well as numerous open houses and special business community outreach meetings were key components. Press releases and a project website also ensure that effective communication occurs for the duration of the project.

Robert Street is both a significant commercial destination and regional commuter route. The SRF team analyzed several scenarios for construction, and with input from local businesses and emergency service personnel, a unique solution was developed for maintenance of traffic. Over the three-year construction period, traffic will be limited to two lanes of traffic in the same direction, with the opposite direction directed to adjacent parallel routes. This solution provides better access for local businesses and improved response time for emergency services.

SRF also acquired 140 parcels for the project. Key real estate tasks included:

- » Appraisals
- » Review appraisals
- » Negotiations and property acquisition
- » Design and right of way surveys
- » Right of way acquisition
- » Topographic surveys

Project Approach

In carefully reviewing the Request for Statement of Qualifications, SRF has identified a schedule and a process whereby the clearing of the real estate and successful relocation of the residents and two businesses aligns with the City of Wausau's plans for the reconstruction of Thomas Street from 4th Avenue to 17th Avenue.

SRF will accomplish all of the project data book, nominal value waivers, appraisals, acquisitions, relocation plan, relocations, and property management of the project in complete compliance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended, as well as applicable state and federal guidelines. SRF has been recognized for our accurate and efficient record keeping by WisDOT State Aid personnel on several federally funded projects.

Project Kick-off Meeting

SRF will provide a private kick-off meeting for all relocatees impacted by the project to provide a thorough explanation of the relocation process and answer any specific questions. Our staff will also be available during this time to sit down individually with the relocatees to discuss their individual needs and circumstances.

Immediately following this meeting, SRF will hold a public kick-off meeting to answer any questions about the overall project. We will make available, at the City's request, one of our engineers to answer any questions specifically about the project plat map.

Project Coordination Services

SRF will provide the City ongoing project management and coordination for the project data book, nominal value waivers, appraisals, acquisitions, relocation plan, relocations, and property management services. We will also keep in constant communication with staff to confirm that they are up-to-date with everything they need to efficiently approve the relocation claims. **Marla Britton**, Project Manager, will lead the overall project and be the single point of contact for the City. Marla is available via email, text messaging, or phone; you can reach us – day, night, or weekend.

SRF will separate the oversight management of the appraisal functions from the oversight of the acquisition functions. Using this approach guarantees meeting the federal and state requirement of the *separation of function* between the appraiser and the acquisition agents. Marla Britton will be responsible for the appraisal coordination and **Ken Helvey** will be responsible for the acquisition, relocation, and utility coordination.

SRF will work closely with the City as it relates to the nominal value waivers, acquisition, and relocation process. We will be responsible for communicating with the City and keeping them fully informed of the project progress on a monthly basis. Our project manager is available for all City Committee Meetings (CISM).

SRF promotes open and frequent communication with the City to make certain you are fully engaged in the progress and in touch with issues surrounding the project so that we may incorporate their suggested solutions and resolutions.

SRF will work with the City in preparing a resolution. This means the City will be in compliance with State regulations if condemnation becomes necessary for the publicly funded project. We will also work with the City to obtain approvals while maintaining the confidentiality of the process. SRF's knowledgeable staff will accomplish all of the important objectives, including a risk evaluation, for any negotiations that exceed approved offering prices. SRF's appraisers have decades of experience in preparing appraisals in complete compliance with state statutes, resulting in a promise to the City that, should the owners appeal the values, our appraisers are prepared to defend their values in Court.

We will provide progress reports on the status and activities of each parcel to the City in advance of each project meeting and are available for personal attendance when requested by the City. Included in the proposal are the preparation of monthly reports, meetings and/or teleconferences, preparation of an agenda to focus on project issues and milestones, and minutes of the meetings. Meeting minutes will be prepared and submitted to the City within three business days following the meeting.

Title Reports Services (If Needed)

Ownership and encumbrance title searches and updates will be an important document as they will provide the ownership interest and assist in identifying who will need to sign the purchase agreements and deeds. Upon receipt of title documents, SRF specialists will review the title to determine the correct deed (warranty, personal representative, etc.) and any liens needing release. After our initial review, our knowledgeable staff will contact the owners to discuss if any changes had occurred that would identify an update to the title is necessary. This step is critical in providing clear title to the City.

Appraisal Services

Project Data Book

The Project Data Book is a mechanism used to establish market rates for various property types as necessitated by the project. It is a collection of market data and analysis that relates to more than one appraisal report and includes such areas as: area and neighborhood data, project description, zoning, floodplain, soils, etc., and can be referenced in this format as appropriate – limiting duplication of data/project information being repeated in multiple appraisals on the same project. It is considered part of the appraisal file. The project data book is considered a living document that can be added to and expanded during the course of a project.

SRF is prepared to immediately begin the process of collecting sales to support a market value for the strip takings needed; we are already extremely familiar with the market and sales in the City of Wausau as we have just completed appraisals on the Stewart Avenue project.

Appraisals

We thoroughly understand that when an owner makes an investment in improving their property prior to us arriving, it is important to provide market evidence to assist the acquisition agent in explaining how those improvements relate to the overall price that a buyer will pay for the property. We have seen situations where the cost of improvements exceeds what the market will pay for the improvements. If these issues are not addressed and thoroughly explained in the appraisal report, the next step in the process breaks down as the acquisition agent needs the information to properly negotiate for the purchase. By reaching out to the local real estate agents in the market, SRF has been very successful in gathering the best information. This means you can feel confident

knowing you are not overpaying for properties, thus ensuring cost savings to the project. All appraisal reports will follow the necessary guidelines according to the state requirements, the Uniform Act, and USPAP. To efficiently assist the acquisition and relocation agents, the appraiser will include in the appraisal report a breakdown of personal property items identified.

Furniture, Fixtures and Equipment (FF&E) Appraisals

SRF has contracted with Steve Wall, MAI, ASA of **Steven Wall Appraisal Services, Inc.** to complete any Furniture, Fixture and Equipment (FF&E) appraisals necessary for the acquisition and relocation of any commercial properties that may be impacted by the project. Copies of these FF&E reports will be included in the appraisal report completed by SRF.

Review Appraisals

SRF has contracted with David Deneen, CGA of **Deneen Appraisal Services**, who is an experienced review appraiser and will review all appraisals and provide a Just Compensation memo for the City Council to approve. He will review the project data book, nominal value waiver determination, and appraisal reports to ensure compliance with all local, state, and federal guidelines as well as consistency throughout the appraisal reports presented on the project.

Acquisition Services

Nominal Value Offers

In certain instances, when the estimate of value of the damage to a parcel is considered low, a waiver valuation process under federal regulations is undertaken. The nominal process allows for waiver of the appraisal and can be used for parcels that meet the following criteria:

- » Parcel damages are valued at \$10,000 or less.
- » Appraisal problem is non-complex.
- » Land value can be easily established from size and type categories in the Project Data Book.
- » There is no damage to improvements.
- » Minor severance damages to owner's remaining land can easily be explained up to \$2,000.
- » Minor economically justified costs to cure can be included.
- » Site improvements, such as landscaping, fencing, etc. can be included.

In our project approach, SRF appraisal staff will handle those parcels identified as meeting the criteria for a Nominal Value Offer. This approach allows for the appraiser to utilize meetings with the property owner as the appraisal inspection date in those instances where an agreement is unreachable, thus increasing efficiencies (which translates into a cost savings to the City).

Acquisitions

In our project approach, SRF staff will personally meet with property owners to present the offer, a copy of the required documentation, and a copy of the appraisal.



SRF specialists are committed to addressing owner questions and concerns using a relaxed, low-pressure approach.

Our staff have years of experience and use a relaxed approach when meeting with the owners. This means we will not use any pressure tactics in negotiating to acquire the real estate. At the same time, our staff will present the owners with their relocation benefits so that they will receive all of the information that is necessary for them to understand the situation. In situations where the property is occupied by tenants, our staff

will set up separate appointments to meet with the tenants due to the sensitive and confidential nature of relocation. After the initial meeting, our staff will provide the owners an opportunity to review all of the material and develop a set of questions in advance of the second meeting. We have had great success on past projects by using this relaxed method. This approach guarantees citizens will receive the respect and no-pressure attitude they deserve. Our staff have worked in many politically sensitive situations where the owners have lived in the property for an extended period and emotions run high – by listening to owners' concerns and being relaxed in our approach, we have had great success in reaching an agreement.

Although an owner may be dissatisfied with the offer or some other aspect, SRF specialists are trained to listen to the owner's concerns and treat them with courtesy and respect throughout the process; by doing so, we have

experienced much greater ultimate success in negotiations. Our specialists use a relaxed, low-pressure approach in negotiations. We are committed to timely responses to owner's questions or concerns, which means the City can also relax through the process.

Our personnel are accustomed to maintaining complete and orderly files, including detailed contact diaries.

The customary offer package includes:

- » Approved offering price letter
- » Mortgage release when needed
- » Appraisal report
- » Closing statement
- » W-9 tax forms
- » Appropriate conveyance document form
- » Property owner's appraisal guidelines (where applicable)

These forms are standard and will be revised as necessary for each particular parcel, circumstance, or per City direction.

If settlements in excess of the approved offer are appropriate, they will be presented to the City for approval prior to moving forward in negotiations.

In the event that negotiations breakdown or stall, SRF will provide a written recommendation to the City for parcels that should proceed to condemnation in order to assure the City that the project is kept on track. SRF will send a duplicate file to the City's authorized representative to complete the condemnation process and can provide advice to preparing the appropriate condemnation documents for recording. SRF will present last written offers to those parcels proceeding to condemnation upon approval by the City.

During the condemnation process, SRF specialists will continue the good faith negotiations. The negotiations will continue until such time that it is mutually agreeable that a settlement cannot be reached.

Mortgage Consents

In most cases, properties have mortgages and the rights of these mortgage companies will need to be addressed on those parcels with a fee acquisition in order to clear the title to the real estate. We will provide the appropriate release documentation required for releasing the interests of the mortgage companies. This involves providing all of the requested information as well as paying the processing fee required by the mortgage company. Because the mortgage companies have 60 days by statute to provide the release documents for recording, it is important to keep in constant contact with these firms, assuring the City that they own the real estate free and clear of all liens and encumbrances.

Any fees associated with mortgage applications will be the City's responsibility as part of the closing.

Relocation Services

Acquisition Stage Relocation Plan

SRF will provide a detailed Acquisition Stage Plan to be submitted to the State's Relocation Unit for approval. The plan will include a project description, relocation program standards, competing displacement, relocation feasibility analysis, alternative relocation plans, relocation assistance services, relocation payments, relocation grievance, assurances, project maps, and photographs of each property identified. An interview will be conducted with each displaced person on the project to collect in-depth information that is practicable and necessary for identifying the relocation needs of each displacee - both residential

and commercial. The results of the interview will be reported in the stage plan along with market analysis of available sites in the area, including price ranges and rental rates, which can then be compared with the survey to identifying relocation payment estimates. Upon approval of the Acquisition Stage Relocation Plan, there would be no delays in moving forward with the relocation computations for each individual property owner, tenant, landlord, and business.



SRF staff are known for their empathy and respect in working with property owners.

Relocation Services

SRF will provide services that consist of an analysis of the property information and its occupants to determine the eligibility of the relocation expenses for compensation. SRF will provide all displaced owners or tenants with the applicable relocation benefits brochure when the relocation benefits and services are presented. Should any move be deemed necessary prior to the initiation of negotiations due to non-DSS conditions, SRF will coordinate with the City to expedite the Notice of Intent to Acquire on City letterhead prior to the initiation of negotiations to those affected relocatees. SRF will prepare the appropriate owner or tenant replacement payment computations and work with the State's Relocation Unit to obtain approval. As the relocation benefits need to be presented within a

reasonable time (considered to be seven days) our staff work diligently to prepare all of the documents requiring approval and we make every effort to meet with the owner or tenant at the initiation of negotiations or within seven days of the date of initiation of negotiations. Where we cannot meet this short timeframe, our staff will document the diary with the reason for the delay.

As all work performed will be completed by SRF staff, coordination between the appraiser, acquisition agent, and relocation agent will be simplified. SRF's appraisers are well versed in the detailed information needed in the appraisal report so that the relocation agent calculate up-to-date relocation computations.

SRF will conduct and complete the relocation activities according to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, including relocation advisory assistance services to all occupants. SRF will assign a designated relocation agent to conduct the relocation services for each property. This person may be the same person conducting the acquisitions if our initial meeting during the collection of information for the Acquisition Stage Plan suggests that the owner will be most comfortable with a single point of contact. Our staff's experience means that we can identify early on if we need to separate the acquisition and relocation agent for the residential properties. We will provide written notification to occupants being displaced about their relocation eligibility and benefits to which they may be entitled.

In the event that the tenants relocate prior to acquiring the real estate, SRF will negotiate a rent loss agreement with the landlord to minimize the relocation costs on the project.

SRF will work with the City in preparing a tracking report for use in accounting for any money received for lease payments, salvage items, or any similar incomes from a parcel. This will assure the City Administrative Coordinator

that they have an accounting of all monies being spent and received in order to reconcile the project at the end.

All of the following services will be performed by SRF to meet project needs and satisfy all required regulations and policies:

- » Identify the displacees and meet with them.
- » Distribute informational booklet for the appropriate relocation assistance and obtain a signed receipt.
- » Complete certification of legal residency document as required for relocation, as of January 2013.
- » Explain the relocation program and the displacee's responsibilities to receive benefits.
- » Survey the displacee's relocation needs.
- » Analyze the existing data to determine the eligibility of the relocation expenses for compensation for the appropriate relocation (For example, residential displacees will include moving costs and replacement housing costs; tenants will include moving costs and rent supplement, etc.).
- » Prepare the required notices to vacate and mail at the appropriate time.
- » Search for replacement sites and refer suitable, comparable sites; search shall be updated as necessary.
- » Submit relocation claims to the State's Relocation Unit and the City Administrative Coordinator for approval; along with the submittal, SRF will make recommendations in writing on the amount of payment and any special considerations.
- » Complete Individual Relocation Case Report for each finalized file.

SRF will assist in the move as follows:

- » Advise the displacee of the different types of moving expenses available to them.
- » Review the fixed moving schedule and advise the resident of the benefits under the fixed payment move costs option.
- » If choosing the actual move costs option, advise the displacee on procedure to obtain required bids.
- » Assist the displacee when necessary in preparing moving specifications.
- » Analyze the moving bids to determine their reasonableness.
- » Notify the displacee of the low acceptable bids.
- » For a tenant displacee, SRF will inspect the replacement property to meet Decent, Safe, and Sanitary requirements and take appropriate action to notify the City and displacee of any noncompliance.
- » Assist the displacee in assembling all invoices, paid receipts, and other documentation necessary to substantiate the relocation claim.
- » Assemble the appropriate claim forms/documentation for signature and approval.
- » Secure and inspect the property acquired by the City immediately after the move and notify the City in writing of any issues with the property.
- » Gather all keys from occupant(s) and turn over to the City.
- » Assist the City in securing the property to avoid vandalism and break-ins.

All relocation activities will comply with the Uniform Relocation and Real Property Acquisition Policies Act of



Our team will be available to answer all displacee questions and concerns, making sure they are up-to-date on, and understand all aspects of the process.

1970, as amended; the State's Relocation Unit program for Right of Way Acquisition; and applicable state and federal guidelines.

Submittal of Final Parcel Files

SRF will complete an internal review of all parcel files and submit a complete acquisition file with original documents to the City upon closing the files. The files will include (where applicable) the following essential items:

- » Rights of Landowners Under Wisconsin Eminent Domain Law
- » Agreement for Purchase and Sale of Real Estate (where applicable)
- » Appraisal(s)
- » Check Copies
- » Closing Statement (with letter and notes made in Negotiation Diary)

- » Litigation case summary and related documentation, showing approvals
- » Negotiation Diary
- » Offering Price Letter (dated)
- » Offering Price Report
- » Recorded conveyances and mortgage releases
- » Revised Offer or Administration Revision documents, showing approvals
- » Title Report Copy
- » W-9

SRF will complete an internal review of all parcel files and submit a complete relocation file with original documents to the City upon expiration of the statutorily required timeframe for claiming of benefits. The files will include (where applicable) the following essential items:

- » Closing statements to support all expense claimed.
- » Date displaced person was required to move.
- » Date of vacation of subject property.
- » Dates and substance of contacts with displacee (Relocation Diary).
- » Dates payments were made for all claims, and receipts of evidence of payments (Relocation Diary).
- » Decent, safe and sanitary (DSS) inspection report (Residential Relocations Only)
- » Department of Administration case report.
- » Description and type of property.
- » Itemized claims.

- » Name of relocation agent providing services.
- » Name(s) and address(es) of displaced persons - both subject and replacement addresses with telephone numbers.
- » Pictures of subject and replacement property.
- » Records of moving expenses.
- » Replacement payment computations with supporting data.
- » Relocation Diary.

Deliverables

SRF Consulting Group, Inc.

- » Project management
- » Public kick-off meeting
- » Project manager participation in CISM meetings
- » Assist with review/comment of final plat map
- » Preparation of all individual parcel files
- » Prepare Project Data Book
- » Preparation of documentation required for all efforts through condemnation
- » Preparation of Right of Way Certificates
- » Prepare nominal value offers
- » Removal and issuance of occupancy permits (if required)
- » Appraisals
- » Review Appraisals
- » Creation of offer documents
- » Acquisition services
- » Preparation of a relocation plan and submission for approval
- » Complete relocation services
- » Preparation of paper file folder for each parcel
- » Monthly progress reports, meetings and/or teleconferences
- » Recordation of documents
- » Coordination of plat revisions

City Responsibilities

- » Associated fees for Title Reports and any updates needed
- » Mortgage release/subordination application fees
- » Signing Purchase Agreements and other pertinent documents
- » Cost to record conveyance documents
- » Preparation of 1099s for mailing
- » Costs associated with closing at a title company (if the City wants the closing insured)
- » Timely responses to questions and requested materials
- » **Eminent Domain services (unless contracted separately with Expert Witness fees for appraisers, acquisition agents, and relocation agents if needed for any appeals.)**

References

SRF is pleased to present the following client references who can attest to the high quality of our work and dedication of our staff:

Village of Lake Delton Project

Robert Rogers | Project Manager (Retired)
Wisconsin Department of Transportation
708 Clardell Drive | Sun Prairie, WI 53590
608.572.1792 | bob.rogers@charter.net

City of Prairie du Chien Project

Garth Frable | City Planner
City of Prairie du Chien, Wisconsin
214 East Blackhawk Ave. | Prairie du Chien, WI 53821
563.880.1788 | frable3r@aol.com

Village of Cross Plains Project

Mary Heiser | Project Manager
Wisconsin Department of Transportation
2101 Wright Street | Madison, WI 53704
608.242.8037 | mary.heiser@dot.wi.gov

Oconto County Project

Leland Rymer | Chairperson of Board
Oconto County
111 Ridge Rd., P.O. Box 125 | Oconto Falls, WI 54154
920.846.3730 | lee.rymer@co.oconto.wi.us



*Timbers-Selissen-Rudolph
Land Specialists, Inc.*

Acquisition • Relocation • Property Management • Project Management

***QUALIFICATIONS FOR
REAL ESTATE TURN-KEY SERVICES***

**Thomas Street
4th Avenue to 17th Avenue
City of Wausau
Marathon County**

**Timbers-Selissen-Rudolph Land Specialists, Inc.
1030 Oak Ridge Drive, Suite 2, Eau Claire, WI 54701
Phone: (715) 830-0544 Fax: (715) 830-0545**

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PROJECT UNDERSTANDING

The City of Wausau is planning the reconstruction of a 3,600-foot section of West Thomas Street between South 4th Avenue and South 17th Avenue. The new construction will include the widening and reconstruction of the street with curb and gutter and will include the installation of new sidewalks, replacement of water and sewer laterals and the burying of overhead utilities.

At this time, the project consists of the acquisition of property rights from 40 parcels, which include the relocation of 16 residences and two businesses. It is understood that the project construction plan is not yet complete and the total number of properties affected may change.

Our firm was contracted for and completed the project Conceptual Stage Relocation Assistance Plan in late 2007. From the preparation of this Plan we are familiar with the project area and know that the residential relocation properties affected will be a combination of owner and tenant occupied buildings. Types of commercial relocations outlined in the Plan included office, retail, restaurants, and gas/convenience stores.

Thomas Street is a main east-west arterial for the City of Wausau. It is located in an urban area with both commercial and residential development. We have experience in working on urban area projects and understand the complexities and community concerns regarding these projects. Similar projects we have worked on include:

- **Merrill Avenue, City of Wausau**
Our firm provided project management, acquisition, relocation and property management services for the City of Wausau. The project included 43 parcels with six residential relocations and two business relocations. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. This was an LPA project and required coordination with City of Wausau and WisDOT for obtaining necessary approvals.
- **STH 73, Village of Plainfield**
Our firm provided acquisition services to acquire 52 nominal parcels for WisDOT. The project was located along the main thoroughfare through town and required many business owners to remove encroachments as part of the project.
- **West Avenue, City of La Crosse**
Our firm provided acquisition and relocation services on this project for the City of La Crosse. This project required acquisition of 76 nominal and intermediate parcels and four improved parcels. The project also required the relocation of one business and three student housing facilities. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. This was an LPA project and required coordination with City of La Crosse and WisDOT for obtaining necessary approvals.
- **Ohio Street, City of Oshkosh**
Our firm provided acquisition services on this project for WisDOT. The project required the acquisition of 48 nominal parcels, three intermediate parcels, and three utility release of rights. Our firm also coordinated sending out notices for encroachments to be

removed from the project and obtaining revocable occupancy permits for those encroachments allowed to remain in the right of way.

- **STH 35, City of Onalaska**

Our firm provided real estate services on this project for the City of Onalaska. The project required the acquisition of 75 parcels including five improved parcels and the relocation of six commercial displacees and four residential displacees. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. This was an LPA project and required coordination with the City of Onalaska and WisDOT.

- **Hwy 51, City of Minocqua**

Our firm provided real estate services on this project for WisDOT. The project required the acquisition of 50 parcels including three improved properties requiring the relocation of four businesses and one residence. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. Our firm also coordinated sending out notices for encroachments to be removed from the project and obtaining revocable occupancy permits for those encroachments allowed to remain in the right of way. The project was under intense political and media scrutiny due to its location in a major vacation destination area.

- **STH 16 (Cass Street), City of La Crosse**

Our firm is currently finalizing real estate services on this project for the City of La Crosse. The project requires the acquisition of 23 parcels including four improved parcels the relocation of four residential duplexes and two businesses. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. Our firm also coordinated sending out notices for encroachments to be removed from the project and obtaining revocable occupancy permits for those encroachments allowed to remain in the right of way. This is an LPA project and requires close coordinate with the City of La Crosse and WisDOT.

Timbers-Selissen-Rudolph (TSR) has provided right-of-way project services since 1993 for WisDOT, Counties, and various local municipalities. Our duties have included all aspects of the right-of-way field, including project management, acquisition/negotiation, relocation, appraisal, property management and litigation support. We have provided turn-key right-of-way services for numerous highway projects throughout the State. Our staff is well versed in the eminent domain field. We adhere to all state and federal codes and laws governing the eminent domain field. In addition, we follow WisDOT practices and procedures as outlined in the WisDOT Real Estate Manual for all projects we work on.

PROJECT TEAM

Through our affiliation with the International Right of Way Association and our work experience on eminent domain projects, we have developed a professional network of individuals working in the right-of-way field. In order to complete the necessary appraisal, acquisition/negotiation and relocation services for this project, we propose the following project team. This team represents an abundance of expertise and experience in all facets of the right of way field.

<u>Company</u>	<u>Assignment</u>
Timbers-Selissen-Rudolph Land Specialists, Inc.	Project Management Acquisition Relocation
Compass Land Specialists	Project Data Book Real Estate Appraisals
Asset Equipment Appraisals	FF&E Appraisals (for business relocation parcels)

Timbers-Selissen-Rudolph Land Specialists, Inc. (TSR) will be the prime consultant and Compass Land Consultants, Inc. (Compass) and Asset Equipment Appraisals (AEA) will subcontract to TSR. As outlined above, TSR will complete the project management, acquisition and relocation tasks. Compass will complete the Project Data Book and real estate appraisals. AEA will complete the FF&E (fixture and equipment) appraisals for the commercial entities that will be relocated for this project.

A listing of the individuals from each company who are available to work on this project is outlined below. Company profiles and resumes for each team member are provided in the corresponding Appendixes included with this proposal.

Real Estate Staff	Assignment	Company	% Available w/ Other Workload
David J. Selissen	Project Management, Acquisition & Relocation	TSR	50%
Katherine Rudolph	Acquisition & Relocation	TSR	50%
Ashley Seibel	Acquisition & Relocation	TSR	60%
Laura Humphrey	Acquisition	TSR	60%
Michelle Somers	Administrative Assistant	TSR	60%
Jeffrey Olson	Appraisal	Compass	40%
William Steigerwaldt	Appraisal	Compass	30%
Calvin Hettwer	Appraisal	Compass	40%
Amy Meurer	Appraisal	Compass	40%
Daniel Schummer	Appraisal Assistant	Compass	40%
Sara Chiamulera	GIS	Compass	40%
Jacob Hoaglund	FF&E Appraisals	AEA	40%

PROJECT SERVICES

Timbers-Selissen-Rudolph Land Specialists, Inc. (TSR) will provide the following services as part of this proposal:

1. Real Estate Manager – TSR will provide a Real Estate Manager to oversee real estate activities for this project.
2. Public Kick Off Meeting – TSR will be available to facilitate/attend the project Kick Off Meeting to inform of the process, project timelines and to answer any questions from the public concerning the real estate process.
3. City Committee Meetings – the Real Estate Manager will be available to attend City Committee Meetings as needed.
4. Final Plat Map – TSR assist with the review of the Final Plat Map.
5. Parcel Files – TSR will prepare all acquisition and relocation parcel files as needed.
6. Project Data Book – Compass Land Consultants, Inc. (Compass) will prepare the Project Data Book.
7. Relocation Plan – TSR will prepare and submit the project relocation plan for review and approval.
8. Documents – All documents needed for the completion of work through condemnation including the Award(s) of Damages will be prepared by TSR.
9. Nominal Offers – TSR will prepare all nominal offers and present them to the City of Wausau for approval.
10. Appraisal Services – Complete appraisal services will be provided by Compass. FF&E Appraisals (for commercial properties where businesses will be relocated) will be completed by Asset Equipment Appraisals.
11. Appraisal Reviews and Offers to Purchase – Objective Appraisal Reviews and all Offers to Purchase will be prepared by TSR subject to City of Wausau approval.
12. Acquisition/Negotiations – Complete Acquisition/Negotiation services will be provided by TSR.
13. Relocation Services – Complete Relocation Services will be provided by TSR.
14. Document Recording – All necessary document recording will be facilitated by TSR.
15. Encroachments – All necessary encroachment removal notices and revocable occupancy permits will be issued by TSR on behalf of the City of Wausau.
16. Plat Revisions – TSR will coordinate all plat revisions with the project engineer.
17. Right of Way Certificates – TSR will prepare all Right of Way Certificates and supply all necessary documentation to facilitate approval.

All of the above services will be provided in conformance with the WisDOT Real Estate Manual and all applicable State and Federal Statutes.

PROJECT TASKS

PROJECT MANAGEMENT

Our project team consists of Timbers-Selissen-Rudolph Land Specialists, Inc. (TSR), Compass Land Consultants, Inc. (Compass), and Asset Equipment Appraisal (AEA). TSR will be the prime consultant and Compass and AEA will subcontract to TSR. This team represents an abundance of expertise and experience in all facets of the right of way field.

It is proposed that the project be managed by ~~David Selissen of Timbers-Selissen-Rudolph Land Specialists, Inc.~~ Mr. Selissen has experience in all facets of the right of way field by personally performing and overseeing the following services: abstracting, appraisal, acquisition (business and commercial), relocation (business & commercial), property management, and litigation support.

Mr. Selissen was heavily involved in a number of WisDOT and Local highway projects many of which consisted of the acquisition and relocation of a variety of residences and commercial enterprises. Currently Mr. Selissen is managing the Post Road (Bus. USH 51) project in the Village of Plover and the USH 51 project through Hazlehurst. The Post Road project consists of the acquisition and relocation of a number of homes and businesses and well as a large number of "strip" acquisitions.

The general management duties are considered to be the following:

- Insure all statutory requirements are met as established by the Bureau of Highway Real Estate (i.e. the United States and State of Wisconsin Constitutions, The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; URARPA, as amended; 49 CFR 24.101(13), 201(d), Wisconsin State Statute Chapter 32; WI Chapter Adm 92; and the WisDOT Real Estate Manual.
- Attend Public Information meetings to convey information concerning the process and project timeframes.
- Attend City Council/Committee Meetings as needed to discuss the real estate process, project progress and to explain proposed approvals.
- Monitor budgetary concerns and provide project cost statements.
- Provide the professional staff to maintain project schedules and quality.
- Coordinate the various tasks to insure a seamless transition between those tasks.
- Coordinate plat revisions.
- Prepare Right-of-Way certifications.

The specific duties of the Project Manager are considered to be the following:

- Appraisal
 - o Develop – based on overall project timelines – an appraisal schedule keeping in mind priorities such as relocation parcels.
 - o Work with the appraisal staff and appropriate City of Wausau personnel to determine the proper appraisal format and level (See Project Tasks – Appraisal) for each parcel.
 - o Monitor appraisal content for consistency and to be sure the appraisals include adequate information (i.e. fixture/personal property itemization and appraisal & improvement sketches and location sketches) to aid in the Relocation and Lands Management tasks.

- Acquisition
 - o Develop – based on overall project timelines and appraisal schedules – an acquisition schedule keeping in mind priorities such as relocation parcels and utility timelines.
 - o Direct adequate acquisition resources to maintain quality and acquisition schedules.
 - o Review and recommend possible administrative revisions.
 - o Review vouchers and recommend payment.
 - o Maintain overall project acquisition consistency.
 - o Compile accurate acquisition status information electronically.

- Relocation
 - o Develop a relocation schedule.
 - o Direct relocation resources to maintain quality and relocation schedules.
 - o Review and recommend payments.
 - o Compile accurate relocation status information electronically.

- Client Coordination
 - o Facilitate and attend Public Informational “Kick Off” meeting.
 - o Attend City Council/Committee meetings to:
 - Explain and answer questions regarding the Real Estate Process.
 - Discuss project progress.
 - Present and explain recommended Appraisal, Acquisition & Relocation Approvals.
 - o Keep and maintain detailed status spreadsheets.
 - o To facilitate periodic conference calls/meetings with City officials to discuss project status and to discuss issues.

A master schedule will be completed and reviewed on a weekly basis. We will assign acquisition, appraisal, pre-acquisition, and relocation team leaders to this project to ensure consistency within the disciplines. The team leaders will monitor the work flow and will provide notice if there are issues to be resolved. The disciplines will then be coordinated by the project manager.

APPRAISAL

It is proposed that Compass Land Consultants, Inc. (Compass) be retained to prepare the Project Data Book and all necessary appraisals for the project. Compass has solid experience in preparing appraisals for eminent domain projects. All appraisals are to be prepared under the guidance of WisDOT's Real Estate Manual, Section 2. The following are the WisDOT Real Estate Manual prescribed formats:

Project Data Book (PDB)

A PDB must be completed if Short Format Summary Appraisals are being done on a project. PDBs are useful for a variety of project and acquisition types. A PDB is a collection of market data and analysis that relates to more than one appraisal report. The PDB is especially useful when there are several appraisers working on the project since considerable duplication of effort will be eliminated. The PDB has the supporting data and analysis for the Short Format Summary Appraisal. Items in Short Format Summary Appraisals, such as: area and neighborhood data, project description, zoning, floodplain, soils, etc. can be referenced in this format as appropriate and deleted from the boilerplate of the appraisal report document or addenda. The PDB eliminates considerable duplication of data/project information being repeated in multiple appraisals on the same project. The PDB then becomes part of the appraisal file to meet Uniform Act reporting requirements.

All PDB's will contain at a minimum:

1. Area and neighborhood data and analysis.
2. Individual sales data sheets for comparable sales with all required data related to appropriate units of comparison included. Data sheets should be grouped by property type (i.e., improved commercial, single family residential, vacant land, etc.). Note: An allocation of the sales components can be part of a sales data sheet analysis or the appraiser may opt to allocate sales in the report itself. Care should be taken to maintain allocation consistency when using sales on different appraisals.
3. Right of way project description.
4. Sales location map(s).
5. Scope of work description, including: jurisdictional exception rule, limiting conditions, definitions, etc. for Short Format Summary Appraisals. The scope of work narrative should include a tabulation of the number and type of subject

parcels to be appraised, complexity of acquisitions involved, along with type and extent of market data researched to facilitate appraisal problem solutions.

6. Summary tables of property types grouped as appropriate related to land sizes, property types, date of sale, etc. If there will be appraisal waivers on a project, the PDB preparer is required to write a narrative conclusion with regard to appropriate land values to be utilized for the nominal payment parcel report.
7. Zoning information, including zoning maps, depicting all subject parcels on the project, if available, and the zoning ORD narrative for appropriate zoning designations only.

The following PDB items are considered required/optional depending on the project type and subject parcel/comparable sale characteristics. Items included would be those anticipated to come into play in solving the subject parcel appraisal problems. If, for example, data is anticipated to be used on only one or a few parcels on a project, the appraiser may opt to include the data in the addenda of the appraisal report. One of the purposes of the PDB is to eliminate the need to replicate this information in the addenda and/or report boilerplate for Short Format Summary Appraisals.

- Aerial maps of project area.
- Comparable rental data if appropriate and available.
- Comprehensive land use plans.
- Cost data if anticipated to be used extensively on a project. Fencing cost data on large rural projects where fencing is being acquired extensively is an example.
- Flood plain maps and restrictions.
- Matched pair or other sales and physical or economic data useful in determining severance damages.
- Other unique data on a project specific basis.
- Sewer/water, or other utility maps or data where these units of comparison come into play in the appraisal process.
- Soils maps and pertinent data if data useful in solving appraisal problems.
- Topographical maps of project and sale areas.

Appraisal Formats

The appraisal formats to be used by the project appraisers are the Short Format or Non-Detailed Appraisal, Standard Abbreviated, Standard or Detailed Appraisal and Standard Before and After Report. The Short format will be used primarily for nominal parcels, the Standard Abbreviated for non-complicated intermediate complexity parcels, the Standard or Detailed Appraisal for major or complex parcels and the Standard Before and After Report for complex parcels that have significant damages to the remainder. A more detailed explanation of the appraisal formats to be used on the project is summarized below:

Appraisal Report Short Format Summary

The Appraisal Report Short Format Summary (RE1003) can be used for non-complex acquisitions where the acquisition is less than \$10,000. These types of acquisitions are considered nominal acquisitions and the corresponding appraisal used to acquire them is sometimes called the short format summary appraisal. It is written in a short summary style for convenience and to expedite the project.

Examples of non-complex acquisitions include:

- Parcels that include minor out-buildings, wells, septic systems, driveways or items of landscaping or other improvements that can be valued by the cost approach, or as in the case of landscaping, the contributory value method. See Section 2.7 of this manual for a discussion of special improvements.
- Parcels that include vacant land or land with minor improvements and damages to the remainder can be measured by a cost to cure that is economically justified and does not result in betterment.
- Parcels where damages to remaining land do not exceed \$5,000 and can be simply explained.
- When damages do not result in a change of highest and best use.
- Where the sales comparison approach can be used to determine the fair market value, with only minor adjustments.
- Whole or partial strip acquisitions < \$10,000.

Standard Abbreviated Format Appraisal

The Standard Abbreviated Format Appraisal will be used in appraisal situations where the appraisal problem requires a more detailed description of the property being appraised and a more thorough analysis of value is required. This type of appraisal is normally used on partial acquisition parcels that are classified as Intermediate and on total acquisitions that are classified in complexity from Intermediate to Major, where a comprehensive “after” analysis is not required.

There are two categories of the Standard Abbreviated Format Appraisal. Category 1 is Vacant Land Report and Category 2 is Improved Property Report. The Categories and their proper use are summarized below:

Category 1 - Vacant Land Report

This category is to be used on vacant land parcels or on improved properties where the improvements are not affected by the acquisition and do not need to be appraised. This category is normally used when land values are difficult to establish making the Short Format Appraisal inappropriate.

Category 2 - Improved Property Report

Level 1

This level includes the complete acquisition of non-complex, improved properties which can be done on an URAR report.

Level 2

This level normally includes the complete acquisition of improved properties of higher complexity where comparable sales are not readily available.

Standard Before and After Format Appraisal

This type of appraisal will be used in more complicated appraisal situations where damages to the remaining property are substantial enough to require a complete analysis of the after value in addition to an evaluation of the before value. There are 2 categories of the Standard Before and After report – Vacant Land Report and Improved Property Report. They are summarized below:

Category 1 - Vacant Land Report

This type of report is for vacant and improved sites where the improvements are not affected by the acquisition but include substantial reductions in the value of the remaining land requiring a separate after value analysis of the land.

The following are 2 levels of the Vacant Land Category:

Level 1

The level includes properties where the highest and best use is obvious and land value is easily determined.

Level 2

This category includes acquisitions where land values are difficult to establish and may include properties where the highest and best use is not easily established.

Category 2 - Improved Property Report

This category includes improved properties where the buildings are not acquired but are negatively affected by the acquisition and must be appraised. In this category a separate analysis of the after value is required. The following are three levels of the Improved Property Report.

Level 1

This level includes residential properties of four units or less where damages to the remaining property require an evaluation.

Level 2

This level includes improved properties other than small residential properties of four units or less which are affected by the acquisition.

Level 3

This level includes complex acquisitions from large farms, businesses, manufacturing or special purpose properties where the acquisition greatly affects the site and improvements.

ACQUISITION

Due to the complicated nature of the properties affected, the project will require an experienced staff of acquisition agents. TSR provides such a staff in David Selissen, Kathy Rudolph, Ashley Seibel and Laura Humphrey.

In addition to the acquisition of property rights from private owners, our agents are experienced in the acquisition of utility rights, which may be required by this project.

Acquisition Tasks

Our team will provide complete and fully documented negotiation services. These services will be provided in conformance with the WisDOT manual, the Wisconsin Statutes, other appropriate and pertinent State and Federal laws, policies and guidelines.

We will supply the City of Wausau with individual parcel folders containing (when required):

- Title Search Report
- Copy of Introductory/Brochure letter
- Original and Copy of Appraisal Report
- Statement to the Construction Engineer
- Parcel check List
- W-9 Form
- Recorded Deeds & Mortgage Releases
- Typed Partial Release
- Property Inventory Report
- Approved Offering Price Report
- Negotiation Diary Forms
- Closing Statement Form
- Offering Price Letter
- Executed Waivers of Appraisal Forms

We will send an Introduction/Brochure letter and "Rights of Landowners Under Wisconsin Eminent Domain Law" brochure to each parcel owner.

Our acquisition team will assume responsibility for the final disposition of the acquisition including vouchering, payment, recording, and all required condemnation actions.

We will prepare and submit a Nominal Payment Parcel Report to The City of Wausau for consideration and approval. We will be responsible for the negotiation and appraisal of those parcels identified as nominal parcels.

Any appraisal reports received from the property owners shall be handled in accordance with the WisDOT manual. We will submit a copy of the Appraisal Report along with a recommendation for payment or non-payment, to the City of Wausau for review if requested.

When Administrative Revisions are warranted due to errors, design changes, owner's counter offers, litigation protection or other reasons, we will attempt to secure a purchase agreement from the owner subject to City of Wausau approval in the case of a minor adjustment. When a significant increase is involved we will recommend that a conference be set up with City of Wausau to discuss the proposed settlement prior to making any commitments to the property owner. We will be prepared to present a recommendation and justification by means of factual data available. In either event we will formally submit an Administrative Revision to the City of Wausau for consideration and approval.

By the end of each month or as requested, we will submit to the City of Wausau a progress report for that month's activities. At the same time we will submit, to the City of Wausau, any completed parcel acquisition files.

Encroachments

Our team will coordinate with the City of Wausau and the project engineer for the encroachments identified in the Encroachment Report. All necessary encroachment removal notices and revocable occupancy permits will be issued by TSR on behalf of the City of Wausau.

Utility Coordination

Our team will also coordinate with the affected utilities by preparing all documentation including releases of rights, lump sum agreements and audit type agreements. All proper notices will also be prepared including Notices of Reimbursable/Non Reimbursable Work and notices to proceed with the specific utility relocation. We will work with the utility to facilitate an agreement with the utility and to obtain the Release.

RELOCATION

The project calls for the preparation of the Acquisition Stage Relocation Assistance Plan and provide relocation services for 16 residential properties and two commercial properties. Our relocation team includes Kathy Rudolph, Dave Selissen, and Ashley Seibel of TSR. Our staff provides the expertise needed to complete the relocations necessary for this project. The following table outlines the number of parcels TSR has relocated to date:

Project Experience	WisDOT Projects	LPA Projects	Local Projects	Relocation Assistance Plans
Relocation – Commercial	150	19	30	46
Relocation – Residential	189	55	87	

TSR has worked with numerous types of commercial businesses in relocating them for public projects. Types of businesses include:

- furniture store
- attorney
- financial planner
- computer office
- sign contractor
- tire repair shop
- motel
- taverns
- big box store
- beauty salon
- non-profit organization
- logistics provider
- medical and dental offices
- gas station/convenience
- bowling alley
- pawn shop
- retail store
- pre-man. home seller
- restaurant
- adult video store
- insurance agency
- architectural/engineering firm
- auto body shop
- heating/cooling contractor
- church/school
- Masonic Temple
- building contractor
- electronics shop
- car dealership
- auto title loan

In providing relocation services, TSR adheres to all state and federal codes and laws governing the eminent domain field. In addition, we follow WisDOT practices and procedures for all projects we work on. We maintain an updated relocation binder with the following information that we revert to for providing relocation assistance:

- WisDOT Real Estate Manual
- Additional communications regarding relocation practices we receive from WisDOT, FHWA and other agencies.
- WI Chapter 32
- WI Adm Chapter 92
- Federal relocation laws

In providing relocation services, we have a set practice in place to ensure that all relocation laws and statutes are met. Our policy is continually updated and refined from relocation experience and updates to relocation laws, practices, and procedures.

All relocation activities will be performed under the provisions of the WisDOT Real Estate Manual and all applicable Federal and State statutes. Relocation tasks are as follows:

The Commercial properties affected by this project will be assisted in their relocation in the following manner:

- Maintain and provide listings of vacant commercial properties.
- Maintain close contact with local real estate agencies and brokers dealing in commercial space.
- Inform business concerns of the Small Business Administration entitlements when federal aid is involved.
- Contact local development corporations and other similar organizations to make all possible assistance available.
- Compile a moving inventory, obtain moving estimates and assist in securing and making moving arrangements.
- Joint Development of inventory of personal property to be moved.
- Advise businesses in site management procedures and occupancy terms and conditions.
- Advise businesses of their relocation claim entitlements and assist them in filing the claim with full documentation.
- Attend the Appraisal Inspection with the real estate appraiser and FF&E appraiser.
- Complete a moving inspection to verify buildings are vacant.

The Residential properties affected by this project will be assisted in their relocation in the following manner:

- Provide assistance in completing claims for relocation payments to which each displacee may be eligible.
- Obtain moving estimates and assist in making moving arrangements, including the transfer of utility services.
- Insure full understanding of eligibility requirements, payment options, project information, and all notices required by law or regulation. All information is to be delivered by personal contact, whenever feasible.

- Advise relocatees of their relocation claim entitlements and assist them in filing the claim with full documentation.
- Complete DSS inspections of replacement properties.
- and moving inspection to verify that buildings are vacant.

Contact with each relocatee will be made at regular intervals during which various leads or referrals will be offered.

PROJECT SCHEDULE

The following project schedule is based on reconstruction activities for Thomas Street beginning spring 2017, with anticipated PSE date of November 1, 2016:

• Receive Notice to Proceed	September 1, 2015
• Start Project Data Book & RAP	September 1, 2015
• Acquisition Stage Plan (RAP) Completed	October 15, 2015
• Receive Recorded Plat	November 1, 2015
• Project Data Book Completed	November 1, 2015
• Right of Way Staking Completed	November 15, 2015
• Acquisition Stage Plan Approved	November 15, 2015
• Appraisal Inspections	November 15, 2015 – February 15, 2016*
• Nominal Payment Parcel Report Submitted and Approved	December 1, 2015
• Nominal Offers to Owners	December 8, 2015
• Appraisals for Relo Parcels Submitted	January 2, 2016
• Begin Appraisals for Nominal Offers (if necessary)**	January 15, 2016
• Appraisals for Relo Parcels Approved	February 1, 2016
• Relo Benefits Submitted and Approved	February 8, 2016
• Offers and Relo Benefits to Relo Parcels	February 15, 2016
• Appraisals for Non Relo Parcels Submitted	January 15, 2016 – March 15, 2016
• Appraisals for Non-Relo Parcels Approved	March 15, 2016 – April 15, 2016
• Offers to Non Relo Parcels	March 22, 2016 – April 30, 2016
• Encroachment Notices to Owners	March 22, 2016 – April 30, 2016
• Negotiations – Relo Parcels	February 15, 2016 – June 30, 2016
• Negotiations – Non Relo Parcels	March 22, 2016 – August 31, 2016
• JO Issued – Relo Parcels	July 1, 2016
• JO Issued – Non Relo Parcels	September 1, 2016
• Award of Damages – Relo Parcels	July 31, 2016
• Award of Damages – Non Relo Parcels	September 30, 2015
• 90 Day Vacancy Notices – Relo Parcels and 90 Removal Notices for Encroachments	August 1, 2016
• 30 Day Vacancy Notices – Relo Parcels and 30 Removal Notices for Encroachments	October 1, 2016
• Relo Parcels Vacated	November 1, 2016
• PSE	November 1, 2016

* Appraisals for Relocation Parcels will be completed first.

** Nominal Payment Parcel Report will be used for beginning offers for Nominal Parcels. If owner requests appraisal or if negotiations based on nominal offers are unsuccessful, nominal parcels will be appraised.

Thank you for the opportunity to provide a proposal for this project. We feel we have assembled a team capable of completing this project in a professional and timely manner. If there are any questions, please call at (715) 830-0544, ext. 203.

Sincerely,

A handwritten signature in cursive script, appearing to read "David J. Selissen".

David J. Selissen
Vice President

APPENDIX A



*Timbers-Selissen-Rudolph
Land Specialists, Inc.*

Acquisition • Relocation • Property Management • Project Management

**STATEMENT OF QUALIFICATIONS
FOR
REAL ESTATE SERVICES**

*Timbers-Selissen-Rudolph Land Specialists, Inc.
1030 Oak Ridge Drive, Suite 2, Eau Claire, WI 54701
Telephone: (715) 830-0544 Fax: (715) 830-0545*

FIRM QUALIFICATIONS AND EXPERIENCE

Timbers-Selissen-Rudolph Land Specialists, Inc. (TSR) has provided Right of Way project services since 1993 for WisDOT, Counties, and various local municipalities. Our duties have and continue to include all aspects of the Right of Way field, including project management, abstracting, acquisition/negotiation, relocation, appraisal, property management, utility relocation and litigation support. Our professional staff has extensive knowledge of all facets of the Right of Way field and is well versed in the laws and practices relating to eminent domain projects.

We are efficient in that we recognize the cost constraints of public projects and make every effort to see that acquisition costs are justified and reasonable. We also recognize the importance of meeting project schedules and will work closely with our clients to meet timing goals. Our services are provided in an ethical and professional manner while always striving for settlements that are fair to the owner(s) and client.

We, at TSR, focus on the Right of Way needs of our clients. Our firm has provided services for over 100 projects for State and local interests.

Our company is capable of assembling a team to accommodate large projects and turnkey projects. We sub-contract with only the most experienced professionals to insure our clients receive the best product.

TSR maintains Workman's Compensation and Unemployment Insurance. We also carry Comprehensive General Liability Insurance and Professional Liability Insurance.

PREVIOUS CLIENTS SERVED FOR TIMBERS-SELISSEN-RUDOLPH LAND SPECIALISTS, INC.

TSR has been involved in numerous projects of various types in the State of Wisconsin. A sampling of the projects TSR has worked on is listed below:

- **STH 29, Abbotsford – Marathon City**
On this project, TSR was the lead acquisition firm. Our company was responsible for the acquisition of 150 parcels totaling over 5.5 million dollars. Parcels included large strip acquisitions, severed parcels, and 41 residential and 14 commercial - industrial improved properties. Despite this project's high degree of complexity, it was completed within a short time period.
- **STH 29, 194 – CTH J (Chippewa Falls Bypass)**
On this project, TSR was the lead acquisition firm. Our company was responsible for the acquisition of 209 parcels totaling over 11.7 million dollars of new right of way. Parcels included large strip acquisitions, severed parcels, 53 residential and 6 commercial/industrial improved properties. While employed with another company, Katherine Rudolph was a lead relocation and property management agent. Relocations consisted of 36 residential and 3 commercial displacees. Property Management consisted of implementing and overseeing the management of all acquired improvements as well as drafting two separate razing contracts for this project.
- **STH 93, south of the City of Eau Claire**
Our company completed the relocation services for 9 residential and 6 business displacements. The client recommended our firm to the prime consultant for this project after the original subconsultant discontinued services.
- **USH 53 Bypass, City of Eau Claire**
Our work on USH 53 bypass consisted of two projects, including the acquisition of 32 parcels with damages exceeding 7.4 million dollars. Parcels included 4 improved residential properties, 2 commercial improved properties and 1 apartment building. While employed with another company, Katherine Rudolph was the lead relocation agent. Relocations consisted of 18 residential and 5 commercial displacees. Katherine was also responsible for drafting one razing contract for this project.
- **West Arterial, City of Wausau**
On this project, TSR provided acquisition services for 9 parcels totaling nearly \$2,000,000 of right of way. Properties acquired included 6 residential improved, an office building and a special use property (church and school). This was an LPA project and required coordination with Marathon County and WisDOT.

- **Downtown Redevelopment, City of Eau Claire**
Our firm provided relocation services for the City of Eau Claire on the Downtown Redevelopment Project. This project required the relocation of 9 residential and 4 commercial displacees, as well as the relocation of 9 cold storage units.

Master Contract – WisDOT, Northwest Region

Presently, our firm is providing a variety of real estate support services for Northwest Region in Eau Claire. The services include appraisal, acquisition, relocation, abstracting, and lands management including the preparation of razing contracts.

- **Litigation Master Contract – WisDOT, Northwest Region**
Our firm provided litigation support for WisDOT – Northwest Region. We have provided support services in several Condemnation Commission and Circuit Court cases.
- **Merrill Avenue, City of Wausau**
Our firm provided project management, acquisition, relocation and property management services for the City of Wausau. The project included 43 parcels with 6 residential relocations and 2 business relocations. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. This was an LPA project and required coordination with City of Wausau and WisDOT for obtaining necessary approvals.
- **STH 29/IH 39 Interchange, Wausau**
Our firm provided project management, relocation and property management services for this project. This project included 53 highly complex parcels with 34 business relocations. Types of business relocations included small and large retail stores, medical offices, auto dealership, truck repair shop, and restaurants.
- **STH 73, Village of Plainfield**
Our firm provided acquisition services to acquire 52 nominal parcels. Project's location along the main thoroughfare through town and required many business owners to remove encroachments as part of the project.
- **CTH Z, Adams County**
Our firm provided acquisition services to acquire 80 nominal parcels, four intermediate vacant parcels and two utility release of rights for reconstruction of CTH Z. Project required close coordination with engineering company for plat changes and construction commitments. Also required close coordination with County for obtaining approvals and payments for acquisition parcels and utility release of rights.

- **West Avenue, City of La Crosse**
 Our firm provided acquisition and relocation services for this project. Project required acquisition of 76 nominal and intermediate parcels and 4 improved parcels. Project also required the relocation of one business and three student housing facilities. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. This was an LPA project and required coordination with City of La Crosse and WisDOT for obtaining necessary approvals.
- **Ohio Street, City of Oshkosh**
 Our firm provided acquisition services for this project. Project required acquisition of 48 nominal parcels, three intermediate parcels, and three utility release of rights. Our firm also coordinated sending out notices for encroachments to be removed from the project and obtaining revocable occupancy permits for those encroachments allowed to remain in the right of way. This was an LPA project and required coordination with City of Oshkosh and WisDOT for obtaining necessary approvals.
- **American Transmission Company**
 Our firm worked with another consulting firm in acquiring utility easements for several segments of transmission lines for American Transmission Company. Segments include acquiring upgraded easements for existing lines and acquiring easements for new lines.
- **USH 41 (STH 21 – USH 45), WisDOT-Northeast Region**
 Our firm provided acquisition, relocation, property management, and project management services for this project. Project requires the acquisition of 53 complex parcels and the relocation of eight businesses. Types of business include hotel, restaurant, auto dealership, and small retail and professional offices. Property Management services includes preparing razing contract and overseeing the demolition contract. The project requires close coordination with WisDOT for obtaining approvals and payments as well as attending progress meetings.
- **STH 35, City of Onalaska**
 Our firm provided real estate services for this project. The project required the acquisition of 75 parcels including five improved parcels and the relocation of six commercial displacees and four residential displacees. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project. This was an LPA project and required coordination with the City of Onalaska and WisDOT.
- **USH 41/STH 29 Interchange, WisDOT-Northeast Region**
 Our firm provided the real estate services for this project. The project required the acquisition of thirty improved parcels and the relocation of five commercial displacees and 30 residential displacees. Completion of an Acquisition Stage Relocation Assistance Plan was also required for this project.

Other clients served include the following:

State Agencies

- Wisconsin Department of Transportation – Northwest Region (Eau Claire), North Central Region (Wisconsin Rapids and Rhinelander), Southwest Region (Madison and La Crosse), and Northeast Region (Green Bay)
- Wisconsin Department of Transportation – Bureau of Aeronautics
- Wisconsin Department of Justice (Expert Testimony)

County Highway Departments

- Adams County
- Bayfield County
- Buffalo County
- Chippewa County
- Clark County
- Dunn County
- Eau Claire County
- Jackson County
- La Crosse County
- Marathon County
- Pierce County
- Portage County
- Price County
- Rusk County
- St. Croix County
- Sawyer County
- Trempealeau County
- Wood County

Local Agencies

- City of Chippewa Falls
- City of Eau Claire
- City of La Crosse
- City of Ladysmith
- City of Marinette
- City of Marshfield
- City of Mauston
- City of Monona
- City of New Richmond
- City of Onalaska
- City of Oshkosh
- City of Prescott
- City of River Falls
- City of Stevens Point
- City of Thorp
- City of Wisconsin Rapids
- City of Wausau
- Village of Biron
- Village of Osceola
- Village of Plover
- Village of Port Edwards
- Village of Waunakee
- Village of West Salem

- Town of Arcadia (Trempealeau Co.)
- Town of Farmington (Polk County)
- Town of Lafayette (Chippewa County)
- Town of Menomonie (Dunn County)
- Town of Quincy (Adams Co.)
- Town of Dewhurst (Clark Co.)
- Town of Hammel (Taylor Co.)
- Town of Mayville (Clark Co.)
- Town of New Chester (Adams County)

Engineering Firms

- AECOM
- Becher Hoppe
- Cooper Engineering
- EMCS
- Mead & Hunt
- Short, Elliott and Hendrickson
- Ayres Associates
- Cedar Corporation
- Earth Tech
- Gremmer and Associates
- OMNI
- Strand Associates

Utilities

- American Transmission Company
- Xcel Energy

REFERENCES FOR TIMBERS-SELISSEN-RUDOLPH LAND SPECIALISTS, INC.

<p>Norman Pawelczyk, Real Estate Chief WisDOT – Central Office 4802 Sheboygan Avenue 501 Madison, WI 53705 (608) 266-2362</p>	<p>Tanace Matthiesen, Real Estate Chief WisDOT – Central Office 4802 Sheboygan Avenue 501 Madison, WI 53705 (608) 264-8716</p>
<p>Barb Taves Taves Acquisition Services W3795 CTH A Tomahawk, WI 54487 (715) 966-0374</p>	<p>Mary Heiser, Real Estate Agent Advanced WisDOT – Southwest Region 2101 Wright Street Madison, WI 54704 (608) 246-3820</p>
<p>Troy Stapelmann, Real Estate Supervisor WisDOT – Northwest Region 718 West Clairemont Avenue Eau Claire, WI 54701 (715) 836-3911</p>	<p>Brent Stella, Real Estate Supervisor WisDOT – North Central Region 510 Hanson Lake Road Rhinelander, WI 54501 (715) 365-5745</p>
<p>Bruce Enke, TSS Manager WisDOT – Northeast Region 944 Vanderperren Way Green Bay, WI 54304 (920) 492-5659</p>	<p>Jessie Prien, Real Estate Agent Advanced WisDOT – North Central Region 510 Hanson Lake Road Rhinelander, WI (715) 365-5757</p>
<p>Curt Van Erem, Real Estate Supervisor WisDOT - Northeast Region 944 Vanderperren Way Green Bay, WI 54304 (920) 492-5742</p>	<p>E. Jay Viste, Real Estate Agent Advanced WisDOT – Northeast Region 944 Vanderperren Way Green Bay, WI 54304 (920) 492-7715</p>
<p>Chad Johnson, Commissioner Pierce County Highway Department P.O. Box 780 Ellsworth, WI 54011 (715) 273-5096</p>	<p>Ronald Z. Chamberlain, Commissioner La Crosse County Highway Department N4922 Carlson Road West Salem, WI 54669 (608) 786-3816</p>
<p>Sarah B. Schwartz Manager – Siting and Land Rights Xcel Energy P.O. Box 8 Eau Claire, WI 54702-0008 (715) 737-1177</p>	<p>Kelly Thompson, Acquisition Coordinator City of Eau Claire - Department of Finance 203 S. Farwell Street P.O. Box 5148 Eau Claire, WI 54702 (715) 839-4905</p>
<p>Randy Turtenwald, City Engineer City of La Crosse – Engineering Department 400 La Crosse St. 4th Floor La Crosse, WI 54601 (608) 789-7505</p>	<p>C. Jarrod Holter, City Engineer City of Onalaska 415 Main Street Onalaska, WI 54650-2953 (608)781-9537</p>

QUALIFICATIONS OF DAVID J. SELISSEN, SR/WA

EDUCATION

- Bachelor of Science Degree from the University of Wisconsin, 1990 – River Falls majoring in Business Administration with an emphasis on Personnel Management.
- Participated in numerous courses, conferences and seminars pertaining to the appraisal, acquisition and relocation for the purchase of public rights of way. A detailed listing can be made available upon request.

PROFESSIONAL EXPERIENCE

Timbers-Selissen-Rudolph Land Specialists, Inc. 1995 – Present

Job Title: Principal and Real Estate Specialist

Responsibilities: Managing the everyday business activities of the company.
Performing tasks in all Real Estate functions, including,
Acquisition Appraisal, Relocation, Property Management, Project
Management and Litigation Support.

Theodore Morgan, Chetek, WI

Responsibilities: Performing tasks related to real estate appraisal.

Draheim Company Inc., Green Bay, WI

Responsibilities: Performing tasks related to acquisition, relocation and appraisal.

Evergreen Land Services, Brooklyn Park, MN

Responsibilities: Studied various facets of right of way negotiation and acquisition.

PROFESSIONAL DESIGNATION/AFFILIATION

- Member of the International Right of Way Association, Badger Chapter 17/Northwest Affiliate.
 - o IR/WA Northwest Affiliate Chairperson – 2000.
 - o IR/WA Wisconsin Badger Chapter 17 Treasurer – 2002
 - o IR/WA Wisconsin Badger Chapter 17 Secretary – 2003
 - o IR/WA Wisconsin Badger Chapter 17 President – Elect 2004
 - o IR/WA Wisconsin Badger Chapter 17 President – 2005
- Notary Public, Wisconsin

QUALIFICATIONS OF KATHERINE M. RUDOLPH, SR/WA

EDUCATION

- Associate Degree from the Chippewa Valley Technical College, 1999 - majoring in Paralegal
- Participated in numerous courses, conferences and seminars pertaining to the appraisal, acquisition and relocation for the purchase of public rights of way. A detailed listing can be made available upon request.

PROFESSIONAL EXPERIENCE

Timbers-Selissen-Rudolph Land Specialists, Inc. November 2002 – Present
Job Title: Principal and Real Estate Specialist
Responsibilities: Managing the everyday business activities of the company. Performing tasks in all Real Estate functions, including, Acquisition Appraisal, Relocation, Property Management, Project Management and Litigation Support.

Ayres Associates October 1998 – November 2002
Job Title: Real Estate Specialist
Responsibilities: Performing Real Estate functions of Acquisition and Appraisal, Relocation, and Property Management. Also served as Project Manager on several projects.

Ayres Associates: 1996 – October 1998
Job Title: Secretary for Transportation Group
Responsibilities: Performing all administrative support functions for Transportation Group, including editing and finalizing all outgoing correspondence, monthly billing, answering phones, filing, and mailing.

PROFESSIONAL DESIGNATION/AFFILIATION

- Member of the International Right of Way Association, Badger Chapter 17
 - o IRWA Chapter President - Present
 - o IRWA Chapter President Elect – 2014-2015
 - o IRWA Chapter Secretary - 2013-2014
 - o IRWA Chapter Treasurer - 2012-2013
 - o IRWA Newsletter Co-Chair – 2006 to 2008
 - o IRWA Northwest Affiliate Chair – 2005
 - o IRWA Northwest Affiliate Vice Chair – 2004
 - o IRWA Northwest Affiliate Secretary/Treasurer – 2003
- Notary Public, Wisconsin

QUALIFICATIONS OF ASHLEY E. SEIBEL

EDUCATION

- Administrative Assistant Associate Degree in December 2005 from Chippewa Valley Technical College, Eau Claire, Wisconsin.
- Participated in numerous courses, conferences and seminars pertaining to the appraisal, acquisition and relocation for the purchase of public rights of way. A detailed listing can be made available upon request.

PROFESSIONAL EXPERIENCE

Timbers-Selissen-Rudolph Land Specialists, Inc. October 2005 – Present

Job Title: Real Estate Specialist

Responsibilities: Performing tasks in Real Estate functions, including, Acquisition, Relocation, Property Management, and Project Management. Also work with WisDOT-Northwest Region in facilitating Excess Land Sales.

Advanced Weighing Systems, Inc. May 2005 – August 2005

Job Title: Office Assistant Intern

Responsibilities: Performing all administrative support functions, including editing and finalizing all outgoing correspondence, monthly billing, answering phones, filing, and mailing. Also responsible for updating the company logo and company newsletter.

PROFESSIONAL DESIGNATION/AFFILIATION

- Member of the International Right of Way Association, Badger Chapter 17
- Notary Public, Wisconsin

QUALIFICATIONS OF LAURA J. HUMPHREY

EDUCATION

- Administrative Assistant Associate Degree in December 2005 from Chippewa Valley Technical College, Eau Claire, Wisconsin.
- Participated in numerous courses, conferences and seminars pertaining to the appraisal, acquisition and relocation for the purchase of public rights of way. A detailed listing can be made available upon request.

PROFESSIONAL EXPERIENCE

Timbers-Selissen-Rudolph Land Specialists, Inc. October 2005 – Present

Job Title: Real Estate Specialist

Responsibilities: Performing tasks in Real Estate functions, including, Acquisition and Project Management.

The Ad-Delite June 2003 – October 2005

Job Title: Graphic Designer/Proofreader

Responsibilities: Design and Proofread ads, answering the telephone, making copies, help with billing, create mailing labels, layout the newspaper, insert flyers in newspaper, and greet customers.

PROFESSIONAL DESIGNATION/AFFILIATION

- Member of the International Right of Way Association, Badger Chapter 17
 - o IRWA Co-Chair Newsletter – 2006 to 2008
- Notary Public, Wisconsin

QUALIFICATIONS OF MICHELLE SOMERS

EDUCATION

- Paralegal Associate Degree in 2014 from Chippewa Valley Technical College, Eau Claire, Wisconsin.
- LPN Degree in 2007 from North Central Technical College, Wausau, Wisconsin.
- Participated in numerous courses, conferences and seminars pertaining to the appraisal, acquisition and relocation for the purchase of public rights of way. A detailed listing can be made available upon request.

PROFESSIONAL EXPERIENCE

Timbers-Selissen-Rudolph Land Specialists, Inc., April 2014 - Present

Job Title: Administrative Assistant

Responsibilities: Supports lead agents in preparing paperwork, updating project progress reports, and providing other supporting tasks for acquisition, relocation and property management functions.

Inovalon, August 2013 – April 2014

Job Title: Remote Reviewer

Responsibilities: Review Charts for new medical diagnoses, provide correct ICD-9 Codes, and report any discrepancies in patient identification.

Dove Health Care, June 2012 – June 2013

Job Title: LPN

Responsibilities: Dove Health Care is a long term care nursing home. Worked as a patient advocate with the residents. Also responsible for medication administration, tube feedings, IM injections, dressing changes per MD orders, updating RN and MD of changes in resident's condition, and obtaining labs per MD orders.

Aspirus Kidney Care, February 2008 – June 2012

Job Title: LPN

Responsibilities: Worked in outpatient dialysis unit. Worked as a patient advocate and also performed additional duties consisting of sterile technique, access fistulas or grafts, medication administration, updating RN of changes in patient's condition, and setting up Gambro Phoenix machines.

PROFESSIONAL DESIGNATION/AFFILIATION

- Member of the International Right of Way Association, Badger Chapter 17
- Notary Public, Wisconsin

APPENDIX B



Compass Land Consultants INC

Get Started In The Right Direction

July 18, 2015

VIA EMAIL

Dave Selissen
Timbers-Selissen-Rudolph Land Specialists, Inc.
1030 Oak Ridge Drive, Suite 2
Eau Claire, WI 54701

Re: City of Wausau – Appraisal Services

Dear Mr. Selissen:

This letter is a follow-up to our previous email and phone conversations. It is my understanding that Compass Land Consultants, Inc. (CLC) will be providing market research and appraisals, as requested by the client or Timbers-Selissen-Rudolph Land Specialists, Inc. Furthermore, CLC would provide litigation support if necessary.

Company Background:

CLC is a Michigan based corporation that provides land management, specialty appraisal, and real estate consulting services throughout the Lake States. CLC currently has a staff of 30 foresters, GIS analysts, Certified General Appraisers, and support staff in three offices that are located in Au Train, Michigan, and Minocqua and Hayward, Wisconsin. CLC frequently helps a wide variety of private, non-profit, and public sector clients on forest management, appraisal, and due diligence projects.

CLC's core business is handled in three departments – Forest and Land Management, Appraisal and Real Estate Department, and Geographic Information Services. CLC's forestry department currently conducts day-to-day management of 300,000 acres of FSC certified forestland in Michigan and Wisconsin for Timberland Investment Management Organizations (TIMO) and non-profit conservation organizations. In addition to assisting large landowners with all aspects of land management, CLC works with a number of non-industrial and special-use landowners on a variety of management projects.

7750 HIGHWAY 51 SOUTH
P.O. Box 846
MINOCQUA, WI 54548-0846
PHONE: 715.358.0600

Serving
TIMBERLAND INVESTORS,
GOVERNMENT AGENCIES,
CONSERVATION ORGANIZATIONS,
AND PRIVATE LAND OWNERS

E5539 WOODLAND AVENUE
AU TRAIN, MI 49806
PHONE: 906.892.8665
WWW.COMPASSLANDCONSULTANTS.COM

CLC has an appraisal staff that includes four Certified General Appraisers and a support staff of five assistants. We have completed hundreds of Eminent Domain appraisals for partial acquisitions pertaining to transmission line projects, gas pipeline projects, highway projects, airport expansion project (Avigation Easements), as well as Federal Yellow Book appraisals, and wetland and grassland preservation appraisals for the U.S. Fish and Wildlife Service. CLC has an appraisal team that specializes in large forestland tract appraisals that has already been conducted in ten states and Yellow Book appraisals to assist Federally funded projects. CLC also has an appraisal team that specifically focuses on Eminent Domain projects for State and Federal agencies pertaining to highway improvement projects and for utility companies relating to transmission line and gas pipeline projects throughout the Midwest.

Geographic Information Systems (GIS) integrates all of the professional services that CLC provides. GIS utilizes a set of tools that enables the creation, display, storage, and manipulation of data that can be linked to geographic locations. CLC utilizes GIS in its day-to-day operations to support both forestry and appraisal departments. Our staff is experienced in creating and updating GIS through field measurements and via remotely sensed sources such as aerial photography and satellite imagery. Maintenance and creation of large multi-layered GIS is a specialty of CLC. The ability to accurately relate these layers plays a critical role in all of our forest and land management activities.

Please feel free to visit our website (www.compasslandconsultants.com) for additional information.

Highway Project Appraisal Experience:

Our Certified General Appraisers have managed several appraisal projects of varying sizes for highway reconstruction and transmission line projects. In 2011-2012, CLC completed roughly 35 appraisals on the CTH U and Overlook Drive projects in the City of Wausau. In 2014, CLC completed several appraisals for the Curling Way relocation project in the City of Wausau. In 2012-2014, CLC completed 54 appraisals for the reconstruction of Post Road or Business Hwy 51 in the Village of Plover. From 2013 to the present, CLC has completed 56 appraisals for the reconstruction project for Hwy 10/441 in Winnebago County. One example of a transmission line project is the Hampton-Rochester-La Crosse segment of the CapX2020 project. CLC has completed numerous appraisal reports in multiple counties located in Minnesota and Wisconsin since 2012. The appraisals are ongoing and expect to be completed by mid-2015. We have completed approximately 186 parcel appraisals. CLC has also provided litigation support and expert witness testimony in both Minnesota and Wisconsin for this project. Refer to the summaries of the work history supplied for more information.



Timbers-Selissen-Rudolph Land Specialists, Inc.
Appraisal Services
Page -3-

Appraisal Staffing:

CLC currently has a staff of four Certified General Appraisers licensed in Wisconsin, Michigan, and Minnesota. Additionally, another appraisal assistant has fulfilled most of the requirements to obtain their Certified General Appraiser license. It is our expectation we will add another licensed appraiser by the end of 2015. With our current staffing, CLC has the capacity to complete 250 to 300 appraisal reports within a year.

I appreciate the opportunity to provide this information. We look forward to working on this or any project with you. Please feel free to contact me at any time to discuss details of any project that we may possibly assist you with.

Sincerely,



Jeffrey A. Olson
Real Estate Specialist

JAO/tl

Enc.

Brief Work History

Jeffrey A. Olson

Effective Date(s)	Brief Description	Appraisal Standards	Location
June of 2014 to Present of 2015	Served as an Expert Witness & provided appraisal services on twenty-nine (29) separate hearings to determine just compensation for a transmission line project.	2014 USPAP	Wabasha, Goodhue, & Olmsted counties, MN La Crosse, Trempealeau & Buffalo counties, WI
January of 2014 to October of 2014	Forty-one (41) Summary Eminent Domain appraisals to determine just compensation for transmission line project.	2014 USPAP	Buffalo County, WI
November of 2014 to Present of 2015	Thirty-eight (38) Summary Eminent Domain appraisals to determine just compensation for transmission line project.	2014 USPAP	Goodhue County, MN
October of 2013 to April of 2014	Forty-three (43) Summary Eminent Domain appraisals to determine just compensation for transmission line project.	2014 USPAP	Goodhue, Olmsted, & Wabasha counties, MN
October of 2014	Two (2) appraisals of large business offices for estate planning purposes.	2014 USPAP	Portage County, WI
April of 2014 to Present of 2015	Project Data Book & nine (9) Standard Abbreviated appraisals to determine just compensation for a highway project.	2014 USPAP	Marathon County, WI
April of 2014 to January of 2015	Two (2) Market Studies & fourteen (14) Summary Eminent Domain appraisals to determine just compensation for a transmission line project.	2014 USPAP	Menominee & Delta counties, WI
February of 2014 to September of 2014	Project Data Book & a Standard Abbreviated appraisal for the State Highway 22 reconstruction project in Oconto Falls.	2014 USPAP	Oconto County, WI
March of 2014 to May of 2014	Six (6) appraisals of improved industrial & manufacturing properties for estate planning purposes.	2014 USPAP	Marathon County, WI
March of 2014 to April of 2014	Appraisal of two (2) residential properties for extension of Hume Avenue in the City of Marshfield.	2014 USPAP	Marathon County, WI
December of 2013 to January of 2014	Warehouse appraisal for the City of Marinette.	2014 USPAP	Marinette County, WI
November of 2013 to July of 2014	Two (2) relocation appraisals for the City of Wausau Curling Way relocation project.	2012-14 USPAP	Marathon County, WI
October of 2013 to January of 2014	Surplus land appraisal on improved property for WisDOT NC office.	2012 USPAP	Wood County, WI
September of 2013 to January of 2014	Three (3) improved commercial property appraisals for a lending institution.	2012 USPAP	Oneida & Vilas counties, WI
January of 2014 to Present of 2015	Approximately fifty (50) Standard Abbreviated Appraisals to determine just compensation for U.S. Highway 41/State Highway 441 reconstruction project.	2014 USPAP	Winnebago & Outagamie counties, WI
April of 2013 to May of 2014	Project Data Book, two (2) Standard Abbreviated, & five (5) Short Form appraisals to determine just compensation for Village of Biron.	2012-14 USPAP	Wood County, WI
November of 2012 to November of 2014	Seventy-four (74) Summary Eminent Domain appraisals to determine just compensation for transmission line project.	2012-14 USPAP	La Crosse, Trempealeau & Buffalo counties, WI

Effective Date(s)	Brief Description	Appraisal Standards	Location
September of 2013	Three (3) appraisals for a lending institution of three (3) improved commercial properties.	2012 USPAP	Oneida & Vilas counties, WI
September of 2013	Appraisal of four (4) large ownerships, totaling 11,400 acres of recreational & waterfront properties.	2012 USPAP	Baraga County, MI
June of 2013	Appraisal of two (2) large cold & frozen storage warehouses to aide in possible sale/purchase prices.	2012 USPAP	Wood & Clark counties, WI
February of 2013	Appraisal for a lending institution (including litigation support) of 133.10 acres of land with a recreational cabin & 6,900 feet of water frontage.	2012 USPAP	Marathon County, WI
November of 2012 to January of 2013	Appraisal of 14,577 square feet of land with a professional office, to determine sale price.	2012 USPAP	Portage County, WI
October of 2012 to December of 2013	Fifty-three (53) Standard Abbreviated & "Before" & "After" appraisals & a Project Data Book to determine just compensation for Business Highway 51 reconstruction.	2012 USPAP	Portage County, WI
October of 2012 to July of 2013	Seven (7) Short Form appraisals, Nominal Parcel Payment Reports on nearly 100 parcels, & a Project Data Book to determine just compensation for State Highway 38 reconstruction.	2012 USPAP	Milwaukee County, WI
October of 2012 to July of 2013	Eleven (11) Standard Abbreviated & Short Form appraisals & a Project Data Book to determine just compensation for State Highway 156 reconstruction.	2012 USPAP	Shawano County, WI
September of 2012 to March of 2013	Six (6) Surplus Land appraisals & sales studies for WisDOT in Vilas, Marathon, & Portage counties.	2012 USPAP	Vilas, Marathon, & Portage counties, WI
May of 2012 to December of 2013	Twelve (12) Standard Abbreviated & "Before" & "After" appraisals & a Project Data Book to determine just compensation for State Highway 54 reconstruction.	2012 USPAP	Wood County, WI
April of 2012 to February of 2013	Eleven (11) "Before" & "After" appraisals to determine just compensation for U.S. Highway 51 reconstruction.	2012 USPAP	Oneida County, WI
September of 2012 to November of 2012	Seven (7) Standard Abbreviated appraisals to determine just compensation for State Highway 29 & County Highway FF reconstruction.	2012 USPAP	Brown County, WI
May of 2012 to November of 2012	Fifteen (15) Standard Abbreviated appraisals & a Project Data Book to determine just compensation for State Highway 27 reconstruction.	2012 USPAP	Douglas County, WI
August of 2012 & September of 2012	Twenty-five (25) real estate appraisals to determine just compensation for transmission line easements.	2012 USPAP	Olmsted County, MN
April of 2012 to August of 2012	Eighteen (18) Short Format & Standard Abbreviated appraisals to determine just compensation for U.S. Highway 41 reconstruction.	2012 USPAP	Village of Ashwaubenon, DePere, & Green Bay, Brown County, WI
May of 2012	Five (5) Standard Abbreviated appraisals to determine just compensation for County Highway KK & State Highway 441.	2012 USPAP	City of Appleton & Outagamie & Calumet counties, WI
March of 2012 to May of 2012	Twenty-six (26) separate Standard Abbreviated & Short Format Summary appraisals to determine just compensation for a highway reconstruction project. Included a relocation appraisal on commercial business.	2012 USPAP	City of Wausau & Town of Maine, Marathon County, WI

Effective Date(s)	Brief Description	Appraisal Standards	Location
November of 2011	Seven (7) separate Standard Abbreviated appraisals to determine just compensation for a highway reconstruction project. Included fee, TLE, & improvements.	2010 USPAP	Village of Plover & City of Stevens Point, Portage County, WI
September of 2011 & October of 2011	Two (2) separate Standard Abbreviated appraisals to determine just compensation for a highway reconstruction project (Portage County Highway Department). Included an extensive market study.	2010 USPAP	Portage County, WI
September of 2011	Appraisal on 80 acres in the northern Upper Peninsula of Michigan that included a primitive recreational cabin.	2010 USPAP	Luce County, MI
August of 2011	Appraisal on 10,759 acres consisting of 35 non-contiguous tracts scattered across 4 counties in Michigan's Upper Peninsula.	2010 USPAP	Ontonagon, Alger, Delta, & Chippewa counties, MI
June of 2011	Appraisals on 235.45 acres & 223.40 acres, both with frontage on Lake Superior & prepared for The Nature Conservancy.	2010 USPAP	Keweenaw County, MI
March of 2011	Appraisal on 2,640 acres in northern Minnesota prepared for the U.S. Department of Interior (U.S. Fish & Wildlife Service).	2010 USPAP	Beltrami County, MN
March of 2011	Two (2) separate appraisals for a fee acquisition prepared for the Michigan DNR.	2010 USPAP	Iron County, MI
March of 2011	Four (4) separate appraisals for a fee acquisition within the Spread Eagle Barrens State Natural Area for the Wisconsin DNR.	2010 USPAP	Florence County, WI
December of 2010 to March of 2011	Twenty-three (23) separate "Before" & "After" appraisals to determine just compensation for a highway reconstruction project (U.S. Highway 51).	2010 USPAP	Mercer, Iron County, WI
August of 2010 to March of 2011	Fifty-five (55) separate "Before" & "After" appraisals to determine just compensation for transmission line easements.	2010 USPAP	Dane County, WI
May of 2010 to August of 2010	Five (5) separate Standard Abbreviated & six (6) Short Format Summary appraisals to determine just compensation for a highway reconstruction project. Included fee, TLE, & PLE.	2010 USPAP	Village of Waunakee & Town of Westport, Dane County, WI
January 21, 2010	Appraisal of a 61.61-acre tract of vacant land located adjacent to nearly 6,000 acres of State of Wisconsin lands within the St. Louis Red River Streambank Protection Area.	2010 USPAP	Douglas County, WI
December 14, 2009	Appraisal of 12,271 acres of forestland.	2008 USPAP	Lake County, MN
November 10, 2009	Five (5) separate "Before" & "After" appraisals to determine just compensation for transmission line easements.	2008 USPAP	Eau Claire County, WI
September 30, 2009	Appraisal of 1,269.35 acres of forestland with frontage on the Sturgeon River.	2008 USPAP & UASFLA. Required acceptance by Federal Review Appraiser.	Baraga & Houghton counties, MI
June 30, 2009	Appraisal of 1,304 acres of timberland.	2008 USPAP	Shawano County, WI
June 3, 2009	Appraisal of 2 separate properties (160 & 68 acres) for a land exchange.	2008 USPAP	Vilas County, WI

Effective Date(s)	Brief Description	Appraisal Standards	Location
March 16, 2009	Appraisal of 2,571.88 acres, with improvements, located in parts of 12 sections.	2008 USPAP	Lake County, MN
March 15, 2009	Appraisal of 494.95 acres of land in 3 non-contiguous blocks, including 20,200 feet of frontage on Crane Lake & Vermilion River.	2008 USPAP & UASFLA. Required acceptance by Federal Review Appraiser.	St. Louis County, MN
March 9, 2009	Appraisal of 424.60 acres of land in 2 non-contiguous blocks, including ±3.2 miles of frontage on the South Kawishiwi River.	2008 USPAP & UASFLA. Required acceptance by Federal Review Appraiser.	Lake County, MN
March 9, 2009	Appraisal of 148 acres of land in 3 non-contiguous blocks, including 9,850 feet of frontage on the South Kawishiwi River.	2008 USPAP & UASFLA. Required acceptance by Federal Review Appraiser.	Lake County, MN
March 9, 2009	Appraisal of 205.40 acres with 2,500 feet of frontage on Edey Lake.	2008 USPAP	Dickinson County, MI
February 18, 2009	Appraisal of 208.56 acres of land involving extinguished gravel pits.	2008 USPAP	Marathon County, WI
February 11, 2009	Appraisal of a 12.12-acre tract & a 10-acre tract for a land exchange.	2008 USPAP	Lake County, MN
February 10, 2009	Appraisal of two (2) 80-acre tracts for a land exchange.	2008 USPAP	Lake County, MN
February 10, 2009	Appraisal of a 68.76-acre tract & an undivided 5/18 interest in 299.03 acres for a land exchange.	2008 USPAP	Lake County, MN
January 15, 2009	Appraisal of a 433-acre tract of vacant forestland with frontage along State Highway 21.	2008 USPAP	Adams County, WI
January 21, 2009	Appraisal of 2,782 acres of forestland with nearly 15 miles of frontage on The Basin.	2008 USPAP	Alger County, MI
December 29, 2008	Appraisal of 1,434 acres in 10 different sections surrounding Prickett Lake.	2008 USPAP	Baraga & Houghton counties, MI
June of 2008 to March of 2009	Twenty-five (25) separate "Before" & "After" appraisals to determine just compensation for transmission line easements.	2008 USPAP	Dane & Rock counties, WI
January 15, 2008 (Retrospective from the report date of December 22, 2009.)	Appraisal of 232.074 acres of forest & agricultural land with improvements.	2008 USPAP	Pierce County, WI

Jeffrey A. Olson

P.O. Box 846 • Minocqua, WI 54548-0846 • 715.358.0600 • jeff@compasslandconsultants.com • www.compasslandconsultants.com

Education:

University of Wisconsin – Stevens Point, WI

- Bachelor of Science – Forest Administration – 1988

Employment:

2011 – Present:

- Compass Land Consultants, Inc., Minocqua, WI, Hayward, WI, and AuTrain, MI, (Co-Owner, Forester, Real Estate Specialist)

1988 – 2011:

- Steigerwaldt Land Services, Inc., Tomahawk, WI (Staff Appraiser, Technical Services Forester)



Experience:

- Over 26 years of experience in the Lake States as a forester and appraiser.
- All aspects of real estate appraisal services.
- Appraisal assignments of federal/industrial land exchanges, conservation easement appraisals, numerous eminent domain appraisals for state and county transportation projects, transmission line projects, gas pipeline projects, and work for state agencies throughout the Midwest.
- Aerial photo mapping and interpretation using black and white, true color, and color-infrared photography on traditional 9 by 9 inch prints and digital format. Also experienced in taking small format aerial photography.
- Forest inventory and cruising including projects totaling over 1,000,000 acres for state, federal, and industrial clients. Performed check cruising duties on various inventories.
- Trained in forest management planning and timber sale preparation and administration to include all private forestland management tasks including initial land inspections, creating management plans, and implementing plans. Also assisted in planning and directing forest management activities.
- Trained in highway and utility right-of-way acquisition to include every phase of the acquisition process including market studies, landowner meetings and negotiations, and damage appraisals.
- Served as an expert witness and provided appraisal services on 37 individual hearings to determine just compensation for transmission line projects. Expert testimony including testifying on tree removals as derived by aerial photo interpretation in Lincoln County, WI. Also served as an expert witness in Dunn County Circuit Court, also in WI, regarding a boundary line dispute.

Licenses, Memberships, and Organizations:

- Certified General Appraiser in Wisconsin, Michigan, and Minnesota
- International Right of Way Association
- International Right of Way Association – Badger Chapter (Treasurer 2014 – Present)

**William M. Steigerwaldt
Real Estate Specialist
Compass Land Consultants, Inc.
7750 U.S. Highway 51 South
P.O. Box 846
Minocqua, Wisconsin 54548-0846
(715) 358-0600**

Professional Qualifications

William M. Steigerwaldt is a Certified General Appraiser in Wisconsin, Michigan, and Minnesota. He is experienced in appraisals for eminent domain, conservation easements, and all types of vacant land, and is an expert in guidelines established under the Uniform Appraisal Standards for Federal Land Acquisitions (yellow book).

Recent Work History

Eminent Domain

Wisconsin Department of Transportation
Division of Transportation System Development
Northeast Region
944 Vanderperren Way
Green Bay, Wisconsin 54304
(920) 492-5742

Curtis D. Van Erem, Real Estate Project Manager

Contract/Order: Appraisals for USH 41 Reconstruction
Compass Land Consultants was awarded 12 commercial and industrial property appraisals on the Waube Lane and Oneida Street intersection in the USH 41 corridor outside of Green Bay, Wisconsin. The assignment includes landowner meetings, comparable sales research and inspection, tree and landscaping valuations, and compilation of appraisal reports for use in right-of-way acquisitions.

Land Appraisals

US Department of the Interior
Office of Valuation Services
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, Minnesota 55111-4056
(612) 713-5428

Steven M. Paulson, Review Appraiser

Contract/Order: ARRTS #PE1143 (Wilcox Property)
Sleeping Bear Dunes National Lakeshore

The property consisted of 237.74 acres of hardwood and pine timber, with excellent views of Platte Lake and Lake Michigan. The appraisal required a *before* and *after* analysis with a remainder property of 78.47 acres.

US Department of the Interior

Appraisal Services Directorate
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, Minnesota 55111-4056
(612) 713-5428

Steven M. Paulson, Review Appraiser

Contract/Order: ARRTS #FD931
Michigan Islands NWR – Sugar Island
The Highest and Best Use: Recreation
The property consisted of 144-acre Sugar Island in Lake Huron, off of Alpena, Michigan.

US Department of the Interior

Appraisal Services Directorate
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, Minnesota 55111-4056
(612) 713-5428

Steven M. Paulson, Review Appraiser

Contract/Order: State of Ohio - DNR
Wingfoot Lake – Near Akron, Ohio
The Highest and Best Use: Recreation and Investment
The property consisted of the former corporate retreat of the Goodyear Tire and Rubber Company outside of Akron, Ohio.

USDA Forest Service

Chequamegon – Nicolet National Forest
500 Hanson Lake Road
Rhineland, Wisconsin 54501
(715) 362-1300

Ed Stehouwer (COR), Review Appraiser

Contract/Order: Case #N-295
Wabikon Riley Lake Purchase
The Highest and Best Use: Kingdom lot residential or development.
The property included parts of four lakes and 656 acres of timberland.

USDA Forest Service

Ottawa National Forest
E6248 U.S. Highway 2
Ironwood, Michigan 49938
(906) 932-1330

Ed Stehouwer (COR), Review Appraiser

Contract/Order: AG-54A7-P-09-0010 (2008)
Summer Home Group Recreation Residence Lot Appraisals
The Highest and Best Use: Seasonal Residential
The properties appraised ranged from 0.5 to 2.0 acres in size.

USDA Forest Service

Shawnee National Forest
50 South Highway 145
Harrisburg, Illinois 62946

Dale Newell (COR), Senior Review Appraiser

Contract/Order AG-51A8-P-09-0023 (2009)
Black Beauty Land Exchange
The Highest and Best Use: Recreation and hunting on 481 acres of private land, and coal mining and resource extraction on 384 acres of federal property. Appraisals were conducted for a proposed land exchange.

State of Minnesota – Department of Natural Resources

Division of Lands and Minerals
500 Lafayette Road
St. Paul, Minnesota 55155-4045
(651) 259-5420

Cindy Nathan, Appraisal Coordinator

Contract/Order: WMA 01732 (2009)
The Highest and Best Use: Recreation
The properties appraised were 480 and 800 acres in size.

State of Wisconsin – Department of Natural Resources

Bureau of Facilities and Lands
P.O. Box 7921
Madison, Wisconsin 53707-7921
(608) 266-0201

Richard Steffes, Real Estate Director

Contract/Order: Over 25 contracts ordered end-to-end across the State of Wisconsin (2008 through 2010).
The Highest and Best Use of the properties: Ranged from residential development to recreation and timberland.
The properties appraised ranged from 1.0 to 18,000 acres in size.

State of Wisconsin – Board of Commissioners of Public Lands

7271 Main Street
P.O. Box 277
Lake Tomahawk, Wisconsin 54539-0277
(715) 277-3366

Terry Hess, Contracting Officer

Contract/Order: Thirteen different appraisal contracts (2008 through 2010).
The Highest and Best Use of the properties included: Timberland, recreation, and commercial.
The properties appraised ranged from 40 to 800 acres in size.

The Trust for Public Land

2610 University Ave., Suite 300
St. Paul, Minnesota 55114
(651) 999-5300

Shaun Hamilton, Project Manager. Several projects ordered including:

Contract/Order: Wolf Island Property - #4524
The Highest and Best Use: Kingdom Lot Residential
The property appraised was a 57-acre island in Lake Vermilion in the Superior National Forest, Minnesota.

Contract/Order: Stony Point - #S7569
The Highest and Best Use: Development
The property appraised was 40.40 acres, with water access on the shores of Leech Lake, in the Chippewa National Forest near Walker, Minnesota.

Contract/Order: Chainsaw Sisters - #4542
The Highest and Best Use: Seasonal Residential
The property appraised was a former saloon on 33.51 acres, adjacent to the Boundary Waters Canoe Area Wilderness, near Ely, Minnesota.

Western Reserve Land Conservancy (Ohio)

P.O. Box 314
Novelty, Ohio 44072

Richard Cochran, President

Contract/Order: East Point, Put-in-Bay, Ohio - E-17-HL-1
The Highest and Best Use: Waterfront Residential Development
The property consisted of 8.81 acres of land located on South Bass Island in Ottawa County, Ohio. Appraisal was conducted to reimburse the State of Ohio through the Endangered Species program.

Geographical Competence and Unique Qualifications

The appraiser has worked in several central states in the Midwest throughout his career and completed assignments in South Dakota, Nebraska, Pennsylvania, New York, and Iowa in the past year. The appraiser also has valuation experience in the Black Hills region near Rapid City, South Dakota. Clients have included federal and state agencies, conservation organizations, private individuals, and major corporations. The appraiser is uniquely qualified for the assignment due to his background and varied experience.

William M. Steigerwaldt

P.O. Box 846 • Minocqua, WI 54548-0846 • 715.358.0600 • bill@compasslandconsultants.com • www.compasslandconsultants.com

Education:

University of Wisconsin – Madison, WI

- Bachelor of Science – Natural Resources – May, 1977

University of Minnesota – Minneapolis, MN

- Master of Science – Forestry – December, 1979

Employment:

Present:

- Compass Land Consultants, Inc., Minocqua, WI, Hayward, WI, and AuTrain, MI (Co-owner and on the Board of Directors for the company. Duties include day-to-day management and serving as an appraiser, broker, and forester.)

1980 – 2008:

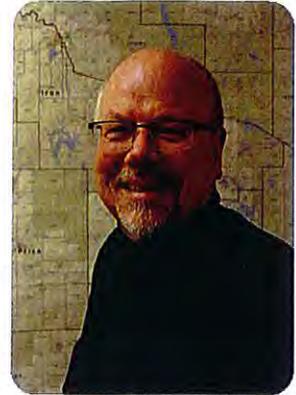
- Steigerwaldt Land Services, Inc., Tomahawk, WI (Appraiser, Real Estate Broker, Forest Analyst)
- Wausau Papers, Brokaw, WI (Appraiser and Real Estate Broker for 120,000-acre timberland ownership.)
- Keweenaw Land Association, Ironwood, MI (Real Estate Specialist for 160,000-acre timberland investment company in the Upper Peninsula of Michigan.)
- James W. Sewall Company, Old Town, ME (Appraiser and Forest Analyst)
- The Trust for Public Land, Midwest Regional Office, Minneapolis, MN (Project Manager)
- Steigerwaldt Land Services, Inc., Tomahawk, WI (Vice President, Forester, Appraiser)

Experience:

- Over 30 years of experience in the Lake States as a forester, appraiser, and broker.
- Appraisal and timber resource experience in fifteen (15) states and two (2) provinces in Canada.
- Appraisal assignments of timberland, recreational and wilderness property, and all types of water frontage including properties on Lake Superior, Lake Huron, and Lake Michigan. Related appraisal experience include islands, development property, commercial and industrial property, and conservation easements. Valuation assignments as large as 12-million acres in Canada.
- Strategic real estate planning, property sale and acquisition, and like-kind exchange transactions.
- Confidential studies for sawmills, pulp and paper mills, veneer mills, wood energy groups, and major lending institutions.

Licenses, Memberships, and Organizations:

- Wisconsin Real Estate Broker
- Certified General Appraiser in Wisconsin, Michigan, Minnesota, and South Dakota
- American Society of Farm Managers and Rural Appraisers (Past President 2012-2014)
- Wisconsin and National Association of Realtors
- Associate Member of the Appraisal Institute



Education:

University of Wisconsin – Stevens Point, WI

- Bachelor of Science – General Resource Management – 2007
- Minors – Conservation Biology, Environmental Law Enforcement, Sociology

International Right of Way Association

- 421-The Valuation of Partial Acquisitions – 2011

Employment:

2012 – Present:

- Compass Land Consultants, Inc., Minocqua, WI, Hayward, WI, and AuTrain, MI (Real Estate Specialist)

2009 – 2012:

- Steigerwaldt Land Services, Inc., Tomahawk, WI (Appraisal Assistant, Land Sales Research, Right-of-Way Acquisition)



Experience:

- All aspects of real estate appraisal services; collects field data for appraisals, conducts landowner meetings, and property inspections. Additional duties include researching and collecting comparable sales data and gathering, analyzing, and summarizing real estate data for appraisals and large market studies.
- Land Sales Research: Responsible for identifying, investigating, verifying, and describing recent land sales throughout Wisconsin, Minnesota, and Michigan for an in-house comparable sales database and for developing market studies and appraisals. Duties included locating land using legal descriptions, plat books, topographic maps, and aerial photographs, inspecting properties, and collecting public data such as deeds, acreages, and Certified Survey Maps.
- Right-of-Way Acquisition: Assisted the Right-of-Way Acquisition team in the preparation and creation of documents prior to landowner negotiation meetings and diary transcription. Duties also included acquiring deeds, acreages, Certified Survey Maps, and other information to maintain comparable sales database, research and inspect sales, prepare an analysis of information, and prepare real estate market studies.

Licenses, Memberships, and Organizations:

- Certified General Appraiser in Wisconsin, Minnesota, and Michigan.
- International Right of Way Association

Education:

University of Wisconsin – Green Bay, WI

- Bachelor of Science – Integrative Leadership Studies – 2015
- Human Development Emphasis

Employment:

2012 – Present

- Compass Land Consultants, Inc., Minocqua, WI, Hayward, WI and AuTrain, MI (Appraisal Assistant)

2005 – 2012

- Citizens Republic Bancorp, Tomahawk, WI (Branch Manager)



Experience:

Compass Land Consultants, Inc. – Duties include:

- All aspects of real estate appraisal services; collects field data for appraisals, conducts landowner meetings, and property inspections. Additional duties include researching and collecting comparable sales data and gathering, analyzing, and summarizing real estate data for appraisals and large market studies.
- Responsible for identifying, investigating, verifying, and describing recent vacant and improved sales throughout Wisconsin and Minnesota for an in-house comparable sales database and for developing market studies and appraisals. Duties included locating land using legal descriptions, plat books, topographic maps, and aerial photographs, inspecting properties, and collecting public data such as deeds, acreages, and Certified Survey Maps.
- Completion of numerous project data books, market studies, and appraisal assignments under the supervision of a Wisconsin Certified General Appraiser. Extensive knowledge of appraising properties under eminent domain.

Citizens Republic Bancorp – Duties included:

- Sales Management: Developed, managed, and utilized various sales techniques to achieve individual and branch sales goals. Used community prospecting and involvement to grow client deposit base. Engaged business partners as needed to bring the best solution to the client. Developed and maintained relationships with potential and existing clients. Represented the bank in local community organizations. Generated customer loyalty by providing exceptional customer service.
- Personnel Management: Recruited, developed, motivated, and managed a high-performing team. Oversaw the performance evaluation process. Conducted weekly branch sales meetings.

Licenses, Memberships, and Organizations:

- Attends quarterly International Right of Way Association (IRWA) meetings.
- Participates in WisDOT training seminars.
- Participates in Appraisal Institute continuing education opportunities.
- In progress to complete educational training and hours required to be licensed as a Wisconsin Certified General Appraiser.

Daniel T. Schummer

P.O. Box 846 • Minocqua, WI 54548-0846 • 715.358.0600 • dan@compasslandconsultants.com • www.compasslandconsultants.com

Education:

Central Michigan University – Mount Pleasant, MI

- Bachelor of Science in Education – Licensed K-8 Teacher
- Major – Social Studies
- Minor – Planned Program

Employment:

2012 – Present:

- Compass Land Consultants, Inc., Minocqua, WI, Hayward, WI, and AuTrain, MI (Appraisal Assistant, Forestry)

2011:

- Fosgitt Engineering, Midland, MI (Construction Inspector)

Experience:

Compass Land Consultants, Inc. – Duties include:

- **Appraisal Assistant:** Assist appraisers in collecting data for appraisals; participate in landowner meetings, and property inspections. Duties include researching and collecting comparable sales data and gathering, analyzing, and summarizing real estate data for appraisals and large market studies.
- **Land Sales Research:** Responsible for identifying, investigating, verifying, and describing recent land transactions throughout Wisconsin, Minnesota, and Michigan for an in-house comparable sales database and for developing market research used in appraisals. Research includes using Wisconsin Department of Revenue sales database and local Multiple Listing Services.
- **Forestry:** Worked as an inventory technician. Responsible for day-to-day collection of forest inventory data related to Key Ecological Attributes of a wide variety of forest types in Michigan. Also worked as a survey technician assisting with permitting and design of road-stream crossings. Responsibilities included taking field measurements to support Michigan Department of Environmental Quality (MDEQ) design and permitting requirements.

Fosgitt Engineering – Duties included:

- **Pine Hollow Estates No. 5 Subdivision, Larkin Township, Midland County** – This project included construction of approximately 2,500 linear feet (LFT) of new subdivision roadway with bituminous pavement, storm sewer, and site grading. All work was done in accordance with Midland County Road Commission Standards as the rights-of-way and roadways became dedicated public roadways. Services performed included daily oversight of the contractor's work, including documentation of daily work completed, conformance with plans and specification, resolving construction issues, and preparation of as-built construction records.

Licenses, Memberships, and Organizations:

- In progress to complete educational training and hours required to be licensed as a Wisconsin Certified General Appraiser by the end of 2015.



Education:

University of Wisconsin – Stevens Point, WI

- Bachelor of Science – Geography – 2001
- Minors – Geographic Information Systems (GIS), Geology

Employment:

2012 – Present:

- Compass Land Consultants, Inc., Minocqua, WI, Hayward, WI and AuTrain, MI (GIS Specialist)

2013 – 2014:

- Nicolet College, Rhinelander, WI (GIS Adjunct Instructor)

2005 – 2012:

- Steigerwaldt Land Services, Inc., Tomahawk, WI (GIS and Data Analyst)



Experience:

- Lead GIS and mapping support for appraisal, forestry, and real estate departments. Provide technical support, troubleshooting, and training for office hardware (server, printers, and computers) and software; GIS and GPS devices. Proactively allow GIS to make co-workers' and clients' lives better.
- Database Administrator: Microsoft Access database creation for both internal office processes and client requests. Developed and maintained tracking system for right-of-way departments. This database contained and managed all data relating to parcels involved in acquisition along any route; allowed for creation of all documents for landowner and project use; and linked to GIS for creation of status maps for field agents and project managers. Currently, maintains appraisal based comparable sales database, housing all data relating to comparable sales used in the appraisal process, as well as the final sales datasheet included in each appraisal with photos and information linked for each sale.
- Forest cover type mapping, using field and air-photo interpretation. Fluent in legal descriptions and parcel mapping in the Lake States and the greater mid-west; also in Metes and Bounds description areas. Capable of development and implementation of programs for forest inventory and land management projects.
- Develop and maintain Managed Forest Law (MFL) GIS capabilities, from inception of plan to submission of documentation to Wisconsin Department of Natural Resources (WDNR). Managed and completed WDNR mandated Emergency Services Atlas for Florence County, WI. Worked actively with WDNR and U.S. Forest Service personnel; completed an accurate and user-friendly reference book of Florence County for on-the-ground emergency personnel and rescuers.

Licenses, Memberships, and Organizations:

- Wisconsin Land Information Association

APPENDIX C



PHONE: 888.267.7476
 FAX: 800.884.4034
 EMAIL: info@AssetResults.com
 WEB: www.AssetResults.com

Corporate Overview

We are committed to bringing our clients the highest quality service by handling each situation with professionalism. We follow a stringent code of ethics and work as a team to deliver unbiased, substantiated valuation solutions that exceed industry standards.

Our Mission

To create superior value for our clients in a timely manner. Delivering outstanding service solutions by applying the highest ethical and professional standards in our industry.

Our Philosophy

We believe mutually beneficial partnerships begin with responsive communication rooted in honesty, integrity and credibility.

Scope of Service

With over a decade in the valuation business we have the Qualified and Experienced Certified Machinery and Equipment Appraisers, Business Analysts, and Brokers to service any size business across all industry segments. Our Appraisers & Analysts are accredited through NEBBI and ISBA. We are qualified to prepare appraisals utilizing standards required by the IRS, Council of Foundations, and US SBA's Standard Operation Procedures 50 10 (5). We adhere to the appraisal awareness programs code of ethics and standards set forth by USPAP.

Asset Expertise

- Machinery & Equipment
- Furniture, Fixtures & Equipment
- Medical Equipment
- All Areas of Aviation
- All Areas of Watercraft
- Transportation Equipment
- Construction Equipment
- Oil & Mining Equipment

Service Solutions

- Asset Valuations
- Business Valuations
- Machinery & Equipment Brokerage
- Inventory Valuations
- Inventory Verification & Tagging
- Advisory Services
- Appraisal Reviews
- Expert Witness Testimony

Corporate Information

Contact Name:	Jacob D. Hoaglund	Certifications:	Veteran Owned, Minority Woman Owned
Registered Company Name:	Hoaglund Enterprises	Doing Business As:	Asset Equipment Appraisals & Brokerage
State of Inc:	Wisconsin	Corporate Status:	S-Corp
Fed Tax ID #:	20-2688328	DUNS Number:	012395290
Cage Number:	5QER7	GSA Contract #:	GS-23F-047CA
SIC Codes:	50840000 Industrial machinery and equipment, 73890207 Industrial and commercial equipment inspection service, 73891400 Auction, appraisal, and exchange services, 87420503 Materials mgmt. (purchasing, handling, inventory) consultant.		
NAICS Codes:	541990 All Other Professional, Scientific and Technical Services, 561499 All Other Business Support Services , 423830 Industrial Machinery and Equipment Merchant Wholesalers, 541614 Process, Physical, Distribution and Logistics Consulting Services.		

References

Name	Company	Phone Number
Kathy Rudolph	Timbers-Selissen-Rudolph Land Specialists	(715) 830-0544 – Ext 202
Cheryl Zaborowski	Parke Bank	(856) 256-2500
Aundrea Wolf	State Bank Northwest	(509) 252-6126
Jason Lawton	State Bank Financial	(608) 791-4207
Christine Iverson	State Bank of Drummond	(715) 739-6222
Deb Sinkula	Wisconsin DOT	(262) 548-9457



Our Values

We are committed to bringing our clients the best possible service by handling each situation with professionalism, competency and knowledge of our ever-changing industry of Business Consulting. We strive to achieve these goals by paying close attention to our clients' needs. We follow a stringent code of ethics and work as a team to benefit the client.

Our Accreditations

Our experienced Appraisers and Analyst are members of NEBB Institute and the International Society of Business Analysts. Qualified to prepare appraisals utilizing standards required by the IRS, Council of Foundations, and US Small Business Administration's Standard Operation Procedures.



NEBB Institute

Appraisers have completed extensive training programs run by the institution to receive CMEA or MCMEA designations. Annual refresher courses keep our appraisers up-to-date on changing USPAP standards.



ISBA

Analysts have completed comprehensive training in the areas of small business analysis to receive BCA, SBA or CSBA designations. Our analysts continue their education annually to stay current on changing trends within the industry.



Our Standards

Our Appraisers are experts at locating and determining substantiated values assets across all industry segments.

We hold and promote the ethics and reporting guidelines of the Uniform Standards and Professional Appraisal Practice.

While USPAP provide a minimum set of quality control standards, We strive to exceed these minimum requirements with each appraisal we complete. Our commitment to preserve the public trust in the appraisal process is second to none.

Code of Ethics

The purpose of the Code of Ethics and Competency Appraiser Awareness Program is to protect the public from unsubstantiated or questionable appraisals. Our appraisers adhere to these guidelines to assure that our appraisals are, substantiated, accurate, irrefutable, and defensible.

Ethical Obligations • All Certified Appraisals are USPAP Compliant.

Advocacy Only of the Appraisal • We are an advocate only of the appraisal itself, never of any person or organization, which maintains our objectivity in all circumstances.

Certification • Our appraisers are accredited by an industry leader in training machinery & equipment appraisers.

Defensible Appraisal • Our Appraisers are comprehensive in their analysis. Providing substantiated estimates of value that will hold up to the scrutiny.



We provide exceptional – Valuation, Brokerage and Advisory Services to companies worldwide. From the mom & pop store to major industry, we have the expertise to provide the right service solutions for your needs. By employing our expansive resources, you can feel confident in the proven results our dedicated team will deliver. Keeping your business moving in a forward direction and client satisfaction are our primary goals.

Accounting Practices	Aerial Spraying Services	Airports
Appliance Sales & Repair	Architectural Services	Arts & Craft Supply Stores
Asphalt Plants/Sand Pits	Attorney's Practices	Auto Body Shops
Auto Dealerships	Auto Parts Stores	Auto Repair Garages
Bakeries	Banks	Beauty Shops
Bridal Shops	Building Product Supplies	Candy Shops
Catalog and Mail Order Houses	Chemical Distributors	Chemical Manufacturers
Clinics	Clubs/Taverns	Collection Agencies
Construction Companies	Contracting Services	Convenience Stores
Cosmetic Stores	Country Clubs	Credit Unions
Dairy Farms	Dental Practices	Distribution Companies
Dog Kennels	Donut Shops	Dry Cleaners
Electrical Contracting Services	Engineering Services	Exercise Gyms
Fabric Stores	Farms	Fast Food Restaurants
Flower Shops	Food Processing Plants	Furniture Stores
Gasoline Stations	Gift Shops	Golf Courses
Grocery Stores	Government Agencies	Hardware Stores
High Tech Manufacturing	Historical Buildings	Hobby Shops
Hospitals	Hotels	Ice Cream Stores
Insurance Agencies	Interior Decorating Shops	Janitorial Companies
Ladies Retail Clothing	Liquor Stores	Lumber Yards
Machine Shops	Maid Service Franchises	Mall Specialty Shops
Manufacturing Companies	Medical Clinics	Millwork Shops
Mining Companies	Motels	Moving & Storage Companies
National Franchises	Newspapers	Oil & Gas Refineries
One Hour Photo Stores	Photography Studios	Physicians Practices
Plumbing Services	Printing Companies	Radio/TV Repair Companies
Real Estate Sales Agencies	Recreational Vehicle Dealerships	Refuse Hauling Companies
Restaurants	Rock Quarries	Rodeo Stadiums
Sandwich Shops	Schools	Supper Clubs
Swimming Pool Builders	Travel Agencies	Trucking Companies
Veterinary Clinics	Video Rental & Sales Shops	Wallpaper Stores
Welding Shops	Well Drilling Companies	Well Servicing Companies
Wholesale Business	Woodworking Shops	Wrecker/Towing Services

Report Reference Guide

ASSET VALUATION – WHAT'S IN A REPORT?

We partner with every client, from the first inquiry through the delivery of your certified report; working with you to select the best options according to your unique situation. We service any size business from the mom & pop store to major industry. Our Appraisers have the qualifications, experience and follow through to deliver solutions you can depend on. We include a full picture of your Assets by providing values from the open market to auction.

REPORT TYPES AVAILABLE

FULL SUMMARY REPORT – Includes an onsite inspection of your assets. Capital Equipment will be itemized in your report complete with accurate values that save you time. We will take pictures of your assets and include those in the final report.

DESKTOP SUMMARY REPORT – Using the list of assets and pictures you provide, this report does not require an onsite inspection, which saves you time and money. You still receive accurate values and enjoy substantial savings.

COMMON VALUES REQUESTED

FAIR MARKET VALUE –

The assets best price in an open market.

ORDERLY LIQUIDATION VALUE –

The assets estimated price when there is a need for a quicker sale.

FORCED LIQUIDATION VALUE –

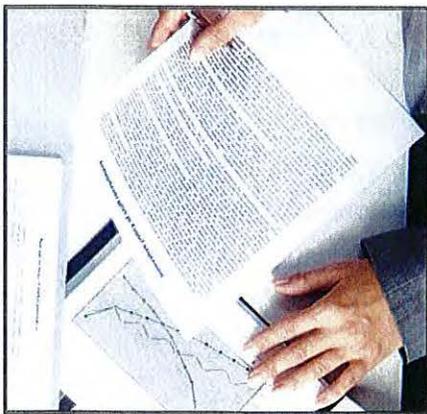
The estimated price if an asset would be sold by auction.



**GET STARTED TODAY!
REQUEST A FREE QUOTE!**

CALL: 888.897.9690 | E-MAIL: info@AeabResults.com | WEB: www.AeabResults.com

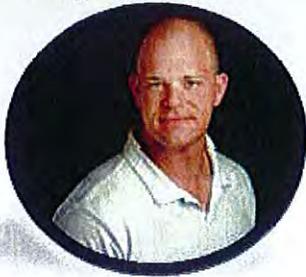
BUSINESS VALUATIONS – WHAT CAN I EXPECT?



To accurately determine the value of any business entity we need to clearly understand your business model. We will ask a variety of questions about your internal and external operations, the type of systems you have in place, the efficiency of those systems and future system plans. In addition, we may need to speak with key members of management, inspect your facilities, machinery and equipment, as well as, receive copies of certain documentation such as financial statements and income tax returns.

Having quick access to all requested information will aid in the speed of delivering your completed business appraisal. We will work in partnership with your business to make these steps as easy as possible to avoid any interruption in your day-to-day activities.

AUTHORITY • EXPERTISE • TRUST



Jacob believes that the public deserves to avoid the pitfalls of an unqualified and unsubstantiated appraisal. Jacob ensures his services to be accurate, irrefutable, defensible and descriptive. Providing a valuation service that is held to the highest standards set by the NEBB Institute. Further, all appraisals comply with the regulations and ethics of the Uniform Standards of Professional Appraisals.

PROFESSIONAL EXPERIENCE

Asset Equipment Appraisals & Brokerage

Position: President

Years: 2003 - Present

Summary: Jacob oversees day to day operations and manages several client accounts. He enjoys exceeding the expectations of AEAB Clients by maintaining the highest level of standards set forth by governing organizations. He does this while holding to strict personal and professional integrity standards.

Jacob provides asset valuation, company valuation and property appraisal services for all industries. From valuing intangible assets, corporate valuation, to M&E (Machinery and Equipment) appraisals. Jacob has appraised thousands of business related assets over the years.

His vast experience includes M&E appraisals as well as F/F/E (Furniture, Fixtures and Equipment) Appraisals for the Waukesha DOT. He also subcontracts for various other DOT offices. In addition, Jacob has preformed M&E and F/F/E appraisals for many Attorneys, CPAs, Business Owners and Banks.

Jacob is compliant with IRS standards and exceeds the minimum requirements which are standard in this field of work.

DESIGNATIONS AND AFFILIATIONS

- ❖ MCMEA, Master Certified Machinery and Equipment Appraiser through the NEBB Institution, Granted since 2011
- ❖ CMEA, Certified Machinery and Equipment and F/F/E Appraiser through the NEBB Institution, Granted since 2008
- ❖ CSBA, Certified Senior Business Analyst through the Society of Business, Granted since 2009
- ❖ Business Appraiser and Equipment Broker Certified through the SBA, Granted since 2009
- ❖ CREA, Certified Real Estate Appraiser, Granted since 2004
- ❖ CVC, Certified Valuation Consultant
- ❖ RPM, Registered Professional Member

CONTINUING EDUCATION

Courses through the NEBB Institute:

USPAP, 9/19/2009
1031 Exchanges, 9/2/2009
Pass-Through Entities, 9/2/2009
Fair Value -SFAS No. 157, 9/25/2009

Risk Management, 9/30/2009
Approaches to value part III, 10/4/2009
Economic conditions outlook, 11/12/2011

Courses through the Society of Business, CSBA:

SOP 50 10 5 (B), 9/14/2009

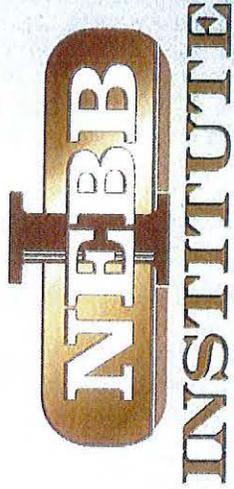
Fair Value, 9/23/2009

Business Valuation, 9/24/2009

PROFESSIONAL GOALS

Jacobs's mission at Asset Equipment Appraisals and Brokerage is to take a genuine interest in his clients, exceeding expectations at every turn. Jacob shares these values with AEAB: To work hard and provide superior appraisals in a timely, effective and efficient basis. Maintaining the highest standards of professional integrity is most important to Jacob.

Jacob plans to continue his education by consistently excelling at courses he attends through the governing institutions.



hereby certifies that

Jacob Hoaglund

*has been qualified for membership in the
Institute of National Equipment & Business Brokers
and has been admitted by it's Board of Directors and declared to be a*

MCMEA

MASTER CERTIFIED MACHINERY & EQUIPMENT APPRAISER

*and is hereby granted this certificate
under the conditions presented in it's by-laws.*

John R. Harris
Managing Director

Signed and sealed this 15th day of December 2011.

Standards of Business Analysts
CSBA

Be It Known That

Jacob D. Hoaglund

*has successfully completed the requirements and by the
action of the officers has been declared*

Certified Senior Business Analyst

and is entitled to all the rights and privileges appertaining

November 3, 2009

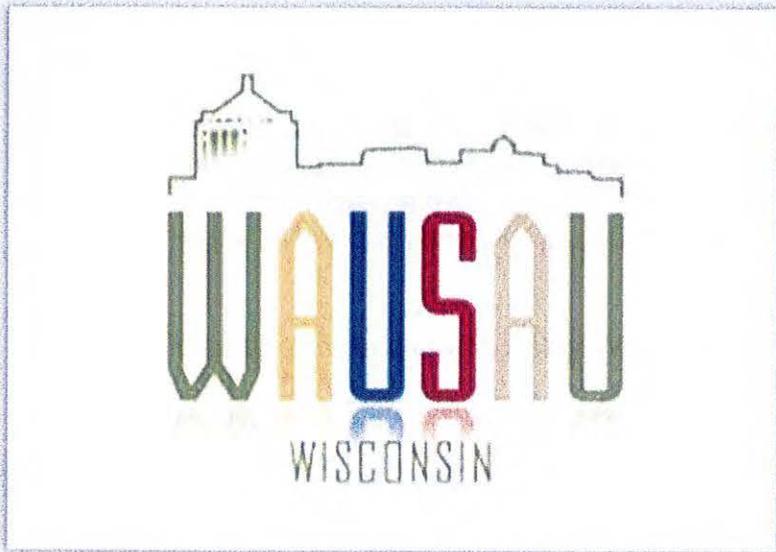
Dated

John R. Harris
Managing Director

Statement of Qualifications

For Real Estate Acquisition Services

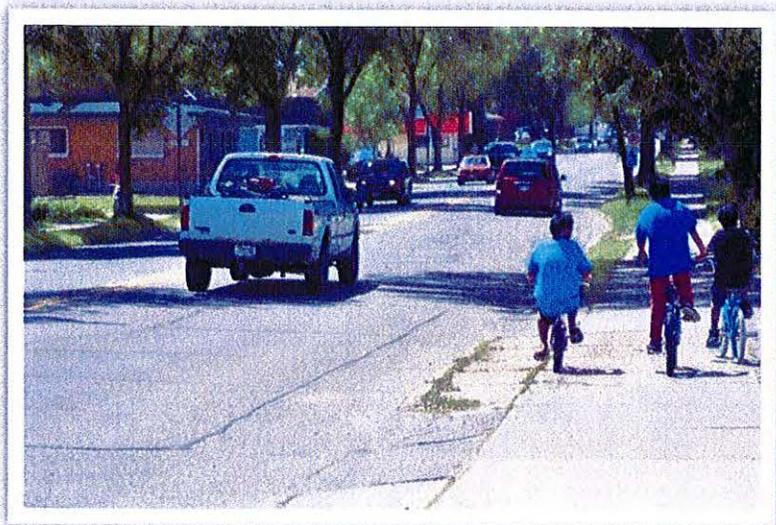
**Thomas Street from 4th Avenue to 17th Avenue
Reconstruction Project**
City of Wausau, Wisconsin



Presented to:

Eric Lindman, P.E.

Director of Public Works and Utilities
Wausau, Wisconsin



August 4, 2015

BECHER HOPPE
Engineers and Architects

330 Fourth Street • PO Box 8000
Wausau, WI 54402-8000

Tel: 715.845.8000

Fax: 715.845.8008

becherhoppe.com



330 Fourth Street, PO Box 8000, Wausau, WI 54402-8000
Tel: 715.845.8000 | Fax: 715.845.8008 | becherhoppe.com

August 4, 2015

Mr. Eric Lindman, PE
Director of Public Works and Utilities
Engineering Department, City Hall
407 Grant Street
Wausau, WI 54403

RE: Proposal for Real Estate Acquisition and Relocation Services
Thomas Street from 4th Avenue to 17th Avenue, Wausau

Dear Mr. Lindman,

Becher-Hoppe Associates, Inc. is a civil engineering firm with real estate specialists who have been appraising and acquiring real estate for public projects throughout the State of Wisconsin since 2000. Together with The Highland Group, we have an experienced team of right of way professionals who can work on your behalf to deliver a positive outcome for the Thomas Street project.

We are pleased to present this proposal to the City of Wausau. If you have any questions, please call me at (715) 845-0409.

Respectfully,

Michael V. Kowal, PE
Transportation Services Manager

Membership

American Association of Airport Executives (AAAE)

American Council of Engineering Companies (ACEC)

American Institute of Architects (AIA)

American Public Works Association (APWA)

American Society of Civil Engineers (ASCE)

American Water Works Association (AWWA)

Institute of Transportation Engineers (ITE)

National Society of Professional Engineers (NSPE)

Awards

Engineering Excellence State Finalist Award (ACEC)

2014 – Wausau Downtown Airport SRE Building

2013 – Wausau Wastewater Treatment Plant

2012 – City of Wausau 400 Block

Excellence in Airport Construction Engineering

(WisDOT Bureau of Aeronautics)

2014 – Price County Airport

2013 – Merrill Municipal Airport

2012 – Crandon-Steve Conway Municipal Airport

Project of the Year Award (APWA)

2012 – City of Wausau 400 Block

Engineering Excellence Best of State Award (ACEC)

2010 – Lakeland Airport

2010 Small Business of the Year (Wausau Region Chamber of Commerce)

Community Challenge Award (United Way)

Our Mission

To improve communities through engineering and architecture excellence.

Becher Hoppe provides a wide spectrum of professional services to government, business and individuals from our headquarters in Central Wisconsin. We provide planning, design and construction services for civil engineering and architecture projects that involve airports; highways, bridges, roadways and trails; municipal buildings; water and wastewater treatment systems; municipal utilities; storm water management and dams; solid waste facilities; real estate appraisal and acquisition; and land surveying, mapping and land planning. We have been serving our clients continuously since 1954.

Our Core Values

Service, Integrity, Excellence, Partnership

The Associates at Becher Hoppe are conscientious in assessing each client's project needs and then applying a balance among new technology, innovative solutions and tried and tested methods to meet them. Our employee group is diverse in education, expertise and experience. Employees that have construction review responsibilities also have substantial practical experience. We form a complete team to fulfill our client's desired outcomes.

Company Information

Address: 330 Fourth Street, PO Box 8000, Wausau, WI 54402-8000

Telephone Number: 715-845-8000

Fax Number: 715-845-8008

Website Address: www.becherhoppe.com



PROJECT TEAM

Becher-Hoppe Associates, Inc.

Michael V. Kowal, PE, Transportation Services Manager

Michael Kowal is the Transportation Services Manager for Becher-Hoppe Associates, Inc., and will serve as Real Estate Project Manager for the Thomas Street Real Estate Acquisition Project. Michael began his career with Becher Hoppe in 2005, and oversees consultants in highway design, construction engineering, utility coordination, and real estate services. Michael's design experience has ranged from rural rehabilitation projects to urban reconstruction projects involving extensive utility relocations, real estate acquisitions, and public involvement. Michael takes pride in providing excellent coordination and communication with the Wisconsin Department of Transportation (WisDOT), environmental agencies, project stakeholders, and sub-consultants to ensure successful project completion. Michael has a Bachelor of Science Degree in Civil Engineering (Construction Engineering emphasis) from the University of Wisconsin-Platteville and a Masters of Business Administration from the University of Wisconsin-Whitewater. He is a member of the American Society of Civil Engineers (ASCE) and the American Council of Engineering Companies (ACEC).

Darrin LeBrun, WI CGA No. 1041, Appraiser

In 2000, Becher-Hoppe Associates, Inc., began its real estate services area with the hiring of Darrin LeBrun. Darrin started his career as an appraiser in 1996, and has performed in the roles of project manager, appraiser, negotiator, and relocation specialist. Mr. LeBrun has appraised acquisitions from a variety of complex properties such as hotels, convenience stores, distribution centers, golf courses, contaminated properties, mobile home parks, restaurants, farms, and industrial facilities. In addition, he has been an expert witness providing testimony for his appraisal work in condemnation proceedings. Clients include WisDOT Highways and the Bureau of Aeronautics (BOA), the United States Department of Agriculture (USDA) Forest Service, the Bureau of Indian Affairs (BIA), Marathon County, and the Cities of Wausau and Appleton. Mr. LeBrun has a Bachelor of Science Degree in Geography (Land Use emphasis) from the University of Wisconsin-Eau Claire. He is a member of the International Right of Way Association (IRWA) and Candidate for Designation with the Appraisal Institute. Mr. LeBrun has taken all of the advanced courses required for the Appraisal Institute's Member of the Appraisal Institute (MAI) Designation.

Cheryl Schroeder, WI CGA No. 1317, Appraiser

Cheryl Schroeder started with Becher-Hoppe Associates, Inc., in 2002, beginning her career in real estate appraisal in 1999. Cheryl has a Bachelor of Science Degree in Engineering from

Principles of Land Acquisition; IRWA Course 501 – Relocation Assistance; IRWA Course 502 – Business Relocation; IRWA Course 504 – Computing Replacement Housing Payments; and IRWA Course 506 – Advanced Business Relocation.

J.C. Norby & Associates, Inc., Sub Consultant

James C. Norby, MAI, WI CGA No. 125, Review Appraiser

James Norby, President of J.C. Norby & Associates, Inc., earned his MAI designation in 1982 from the Appraisal Institute. Shortly after receiving his MAI designation, he started J.C. Norby & Associates. Now in operation for over 30 years, J.C. Norby & Associates, Inc., has provided quality, expert appraisals for lending institutions, governmental bodies, real estate companies, and other legal and professional services and testified as an expert witness in a variety of court cases. In 2001, Mr. Norby was appointed to Eau Claire County Condemnation Commissioner. Mr. Norby has served as a consultant review appraiser for the Wisconsin Department of Transportation – Bureau of Aeronautics.

STAFF AVAILABILITY

The team we have assembled to provide real estate services to the City of Wausau has strong backgrounds in specific areas of real estate acquisition. As far as workload is concerned, we are in the process of finishing up one street realignment project in the city of La Crosse and have two, small, one- to three-parcel airport acquisition projects that will be coming online in the fourth quarter of the year. The Highland Group has a rural highway acquisition project coming up in Fond du Lac County but also has a relatively light workload. In a typical year, Becher-Hoppe Associates, Inc., will take part in acquiring real estate (appraisal or negotiation) from roughly 75 to 100 parcels from projects in all areas of the State of Wisconsin.

PROJECT EXPERIENCE

Becher-Hoppe Associates, Inc. is a civil engineering firm that has been acquiring real estate for public agencies throughout the State of Wisconsin for the past 15 years. Although we have negotiated numerous parcels, prepared relocation plans, and provided relocation assistance to persons displaced by public projects, the strength of Becher Hoppe Real Estate Services has always been in providing appraisals. Because The Highland Group specializes in negotiation and relocation, Becher Hoppe teams with them on larger projects or projects where homes and businesses are being acquired. This allows us more capacity and availability to focus on some of the more complex appraisal issues that ultimately come to the surface as we move through different phases of the project. The Highland Group recently performed as relocation consultant for the STH 15 Bypass in Outagamie County and has assisted in the relocation of

SPECIFIC TASKS REQUIRED UNDER SCOPE OF WORK

Contract Start Date: To our knowledge, the actual start date for real estate acquisition on Thomas Street has not yet been determined; however, we presume it will begin sometime around October of 2016. Following the contract start date, the relocation plan, project data book, and nominal parcel payment report can be prepared simultaneously by the assigned relocation agent and appraiser.

Relocation Plan: An acquisition stage relocation plan will be prepared and approved by WisDOT and the Department of Administration prior to approval of the Relocation Order. The relocation plan identifies the number of people and businesses displaced by the project and anticipates whether suitable replacement housing and resources are available in the project area.

Project Data Book and Nominal Payment Parcel Report (NPPR): Immediately following the pre-project conference meeting, our appraisers will begin gathering data for the Project Data Book and NPPR. The Project Data Book is a compilation of facts and analyses that allow the acquiring agency to estimate compensation for small (or nominal) real estate acquisitions. It does not represent, and is not meant to be confused with, an appraisal of real estate. The Project Data Book and the NPPR will be prepared and submitted to the City of Wausau for approval.

State Review of Relocation Documents: WisDOT and the Department of Administration need to approve the relocation plan prior to approval of the Relocation Order. Each Transportation Project Plat page which contains that pages Relocation Order then needs to be recorded in the County where the project is taking place before any offers can be made. In addition, replacement housing and business relocation payments also need to be reviewed and approved by WisDOT.

Prepare Relocation Packages: The relocation agent from The Highland Group finds decent, safe, and sanitary comparable listings and computes replacement housing payments based on the comparables and anticipated purchase price for residential relocations. These and other items associated with cost to move reimbursement payments are prepared for review and approval prior to the initiation of negotiations for displaced property owners.

Data Book and Appraisal Review: The project data book, NPPR, and appraisals are reviewed and scrutinized by the consultant review appraiser – J. C. Norby Associates, Inc. The review appraiser approves offering prices established by the project data book and NPPR for nominal acquisitions. If appraisals are well documented with supported values, and it is determined that the appropriate appraisal methodologies were utilized, the review appraiser approves offering prices as determined by each individual appraisal. The appraisal review report and proposed offering price is then submitted to the City of Wausau for approval by the acquiring agency.

their names. Becher Hoppe will ensure that all windows and doors are locked. Moving payments will not be disbursed unless all hazardous materials and personal property have been removed from the property. After the property has been vacated, all public utilities will be contacted to transfer services to City of Wausau ownership and to start demolition requests to have the utilities removed from the building. The local sheriff will be contacted to watch the vacant buildings to prevent vandalism or theft. A hazardous materials consultant will then be contracted to test the property for asbestos and provide an estimate for removal. A raze and removal contract will be bid out. Once the contract has been signed, a Notice to Start will be given to the awarded contractor with a 30-day allowance to complete the project. The site will be inspected to ensure the safety of the public and to make sure work has been completed in compliance with the contract prior to backfilling the site. The site will then be inspected to ensure that it has been graded and seeded to City of Wausau standards.

Condemnation: In the event a negotiated settlement cannot be reached with an owner who has received an appraisal, The Highland Group will consult with the City of Wausau to determine if the offer should be increased prior to issuing a Jurisdictional Offer. Highland will prepare a Jurisdictional Offer, Lis Pendens and Award of Damages for approval by the City of Wausau. If the statutory 20-day waiting period for the landowner to consider the Jurisdictional Offer expires or the owner rejects the Jurisdictional Offer, the negotiator will proceed to acquire the property interests needed for the project by issuing an Award of Damages.

Revocable Occupancy Permits: An encroachment report provided by the project design engineer will indicate signs and other existing site improvements encroaching on the new right of way that will either need to be removed or be left in place with the issuance of a revocable occupancy permit. Letters will be sent to property owners identifying the encroachments and setting in place a time frame for removal prior to construction letting. Revocable occupancy permits will be recorded with the Marathon County Register of Deeds.

Right of Way Cleared: When all of the required real estate interests have been acquired through this process, the right of way will be deemed cleared and the project can be let for construction.

Education

*Master of Business Administration
General Management Emphasis
University of Wisconsin -
Whitewater*

*Bachelor of Science
Civil Engineering
Construction Engineering
Emphasis
University of Wisconsin- Platteville*

Registration

Professional Engineer Wisconsin

Certification

Highway Technician Certification
Program (WisDOT)

- *Aggregate Sampling I*
- *Portland Cement Concrete Technician I*

Membership

*American Society of Civil Engineers
(ASCE)*

*American Council of Engineering
Companies (ACEC)*

Community

Everest Youth Soccer League



Mr. Kowal is a Project Manager in the Highway Group. He is responsible for the successful completion of utility coordination projects, urban and rural highway design projects, and planning/feasibility/corridor studies for highway projects. He is also involved with continual communication between the public, client and regulatory agencies.

In addition, Michael is the Transportation Services Manager and oversees the work of the Highway and Real Estate Groups.

Projects

US 10 / WIS 441 Tri-County Freeway, Winnebago County (ID 1517-07-04)

Aggressively mitigated utility conflicts among 18 unique utility operators and 12 design consultants. Responsible for TRANS 220 compliance; identification of applicable utility easements; identification and mitigation of potential utility conflicts; preparation and distribution of DT1078 packets; facilitation of utility coordination meetings; coordination of work plan development and revisions; review and approval of utility work plans; preparation of utility agreements, special provisions, and status reports; maintenance of utility logs; participation in pre-construction conferences, FHWA risk management workshops, and TSS meetings; submittal of monthly progress and turnaround reports.

US 41 Project, Winnebago and Brown Counties (ID 1133-03-03)

Project Manager working in cooperation with the Northeast Region Utility Section as the liaison between utility operators and the project design teams. Responsible for TRANS 220 compliance, managing and maintaining the utility CAD file, reviewing utility work plans, developing the utility special provisions and Utility Status Report, and facilitation utility coordination meetings for each project within the corridor.

CTH J – Woodruff to St. Germain (ID 9455-09-70)

Project Manager for project that involved the reconstruction and rehabilitation of CTH J. This project conformed with WisDOT 3R standards and included the addition of a new bike lane, milling and salvaging existing pavement, grading, curb and gutter, and storm sewer.

USH 141 – Main Street, City of Green Bay, Brown County (ID 9816-04-70)

Project Manager for project that involved rehabilitation of spot repair of concrete panels and curb and gutter, reconstruction of medians, spot storm sewer repair, new street lighting and traffic signals, and an HMA overlay. The project also included aesthetic concrete and street lighting installed throughout.

Everybody's Road, Forest County (ID 9816-04-70)

Project Manager for project that involved realignment and relocation of access to Everybody's Road on USH 8 to provide a safer intersection location. The project included alternative analysis, grading, HMA pavement, curb and gutter, storm sewer, and improved intersection at USH 8.

Education

*Bachelor of Science
Geography
University of Wisconsin
Eau Claire, WI*

Professional Registration

*Certified General Appraiser
Wisconsin CGA No. 1041*

*Certified General Appraiser
Michigan CGA No. 1201008287*

Continuing Education

*Appraisal Institute
Advanced Market Analysis and
Highest and Best Use*

Advanced Income Capitalization

*Advanced Sales Comparison and
Cost Approaches*

General Appraiser Report Writing

*Uniform Appraisal Standards for
Federal Land Acquisitions*

Condemnation Appraising

*International Right of Way Assoc.
Advanced Business Relocation
Assistance*

*Advanced Residential Relocation
Assistance*

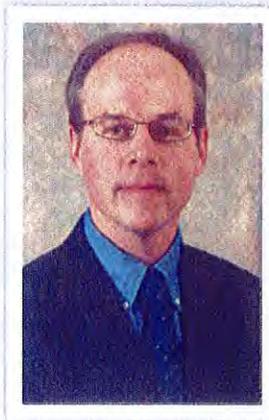
Easement Valuation

*Valuation of Contaminated
Properties*

Membership

*Appraisal Institute
Candidate for Designation*

*International Right of Way
Association*



Mr. LeBrun is responsible for performing all aspects of real estate acquisition for public projects which include appraising real estate, negotiating with property owners and providing relocation assistance.

In addition, Darrin has been appraising and acquiring right-of-way since 1996. He has appraised hotels, convenience stores, distribution centers, golf courses, contaminated properties, mobile home parks, restaurants, farms, irrigation systems, and industrial facilities. He has also served as an expert witness for trials and condemnation commission hearings.

Projects

STH 96, Village of Little Chute, Outagamie County

Appraiser for the reconstruction of STH 96 (Main Street) through an urban section of commercial businesses and single-family residences. The scope of work included appraising permanent limited easements for a village commercial landscaping plan, on-premise signs, a cemetery tract, and severance damages attributable to shortened driveways and proximity.

Marshfield Municipal Airport, Marshfield

This appraisal consulting assignment included four before and after appraisals for fee simple partial acquisitions from commercial and agricultural land located adjacent to the Marshfield Municipal Airport. The land appraised had existing clear zone and aviation easements that impacted the before condition highest and best use of each site appraised. Challenges encountered during the valuation process included a scarcity of comparable sales data in a sparsely populated market area.

USH 10, Marshfield to Stevens Point, Wood County

Appraiser for the expansion of USH 10 to a four-lane divided highway between Junction City and Marshfield. Responsible for appraisals that included several residential relocations and complex acquisitions from farms and businesses over a three-year period.

USH 12 Bicycle and Pedestrian Trail, Sauk County

Appraiser for project that involved widening of streets and town roads to connect bicycle and pedestrian traffic in the commercial areas of the Village of Lake Delton with the rural areas that surround Mirror Lake State Park south of IH 90 and IH 94. Strip acquisitions and temporary easements were acquired from 31 parcels.

USH 41, Oconto to Peshtigo, Oconto and Marinette Counties

Appraiser for the expansion of USH 41 to a four-lane divided highway between Oconto and Peshtigo. Responsible for 45 real estate appraisals, which included residential relocations and complex acquisitions from farms and businesses.

Education

*Master of Business Administration
Real Estate Concentration
University of Cincinnati*

*Bachelor of Science
Engineering
University of Rhode Island*

Professional Registration

*Wisconsin Certified General
Appraiser No. 1317*

Continuing Education

WisDOT
*Appraisal Training for Eminent
Domain*

READS Training

International Right of Way Assoc.
*200 - Principles of Real Estate
Negotiations*

600 - Environmental Awareness

Appraisal Institute
*7-hour Update Uniform Standards
of Professional Appraisal Practice*

Small Hotel/Motel Evaluation

Eminent Domain & Condemnation

Business Practice and Ethics

*Marshall & Swift Residential Cost
Training*

*Uniform Appraisal Standards for
Federal Land Acquisition*

*Residential Design and Functional
Utility*

*Valuation of Detrimental Conditions
in Real Estate*

*Residential Property Construction
and Inspection*

Professional Membership

*Appraisal Institute Practicing
Affiliate*

*International Right of Way
Association*

Community

*Wausau YMCA Swim Team
Assistant Coach*



Ms. Schroeder is a Real Estate Specialist in the Real Estate Group at Becher Hoppe. She provides real estate appraisal services and negotiation services for public agency real estate acquisition projects.

Cheryl has completed appraisal and negotiation work for several Wisconsin counties, Wisconsin Department of Transportation - Highways, Wisconsin Department of Transportation - Bureau of Aeronautics, and has served as an expert witness for the Wisconsin Department of Justice for several real estate compensation appeal trials and condemnation commission hearings.

Recent Projects

USH 10, Marshfield to Stevens Point, Wood County, WI

Appraiser for the expansion of USH 10 to a four-lane divided highway between Junction City and Marshfield. Responsible for approximately 70 appraisals that included numerous residential relocations, several trucking companies, and complex acquisitions from farms and businesses over a three-year period.

USH 12 Bypass, I90 and I94 to STH 33, Sauk County, WI

Appraiser for the expansion of USH 12 to a four-lane divided highway with interchanges and roundabouts between Lake Delton and Baraboo. Responsible for 28 appraisals of agricultural, transitional, commercial, and residential property, and an appraisal for a campground.

I-39 / Reserve Street, City of Stevens Point, Portage County

Negotiator for a bridge replacement project on Interstate Highway 39 which crosses over Reserve Street. Responsible for negotiating and acquiring real estate strip fee and temporary easement interests from 8 parcels. Properties impacted included vacant and improved residential lots, and vacant and improved commercial property, including three separate Sentry Insurance parcels. Negotiation issues included: coordinating with the City of Stevens Point for driveway placement and high pressure sewer line extension to coincide with road construction, property owner site improvement buyback, and relocation of personal property.

IH 39, Bus. 51 Interchange, Village of Rothschild, Marathon County

Negotiator for partial property acquisitions (fee simple interests, permanent easements, temporary easements and access rights) from 10 parcel impacted by the reconstruction of the IH 39/Business 51 interchange in the village of Rothschild. Properties impacted included: railroad, utility, manufacturing, and commercial hospitality and restaurant property.

USH 12 Bicycle and Pedestrian Path, Sauk County, WI

Negotiator for a project that involved the widening of streets and town roads to safely connect bicycle and pedestrian traffic in the commercial areas of the Village of Lake Delton with the rural areas that surround Mirror Lake State Park south of I90 and I94. Strip acquisitions, temporary, and permanent easements from 28 parcels were acquired.

STEPHEN D. SIMPSON **Project Manager/Negotiator**

Project Manager

Overall supervision of various projects in compliance with the Wisconsin Real Estate Program Manual for the Wisconsin Department of Transportation; Northeast Region, Southeast Region and Southwest Region. Duties on these projects included acquisition, title research, Acquisition Stage Relocation Plan and implementation and the supervision and review of appraisal and acquisition document preparation. Responsibilities included quality assurance, staff training and administration, scheduling and budgets, as well as functioning as liaison to the general public and the Department. Addressed and resolved contractual matters and developed budgets for new projects.

Responsible for overseeing the acquisition of copper and fiber telecommunications rights-of-way for various projects for TDS Telecom - Midwest Region (Madison, WI). The projects involved title research and acquisition of parcels as well as coordination with local officials and client company engineering and administration.

Relocation Specialist

Prepared the Acquisition Stage Relocation Plan for four residential units on Good Hope Road in Menomonee Falls, one business in Pleasant Prairie, two residential units on Rawson Avenue in the City of Franklin and one residential unit on CTH "ES" in Mukwonago. Served as relocation agent for the relocation of three families in Juneau, Wisconsin, four families in Menomonee Falls and assisted in the relocation of four additional families in Menomonee Falls.

Real Estate Specialist

Duties included developing and maintaining land acquisition programs for various clients. Responsible for functioning as liaison between various governmental agencies and private industry and the general public. Coordination with outside legal counsel, as well as subcontracting entities such as surveyors and brokers when required. Total financial accountability for the projects, including subcontractor procurement, project time and materials was also required.

Real Estate Review Appraiser

Reviewed appraisals prepared for the Wisconsin Department of Transportation, Winnebago County Highway Commission, Walworth County Highway Department, Kenosha County Department of Public Works, Waukesha County Transportation Department, Dodge County, the City of West Allis, the City of New Berlin, the City of South Milwaukee, the City of Oak Creek and the Village of Menomonee Falls.

EDUCATION

- Bachelor of Business Administration - University of Oklahoma
- Effective Speaking, Human Relations and Relocation Courses
- WisDOT Eminent Domain Appraisal Seminar
- Pre-Trial preparation for Relocation Agents, Negotiators and Appraisers
- Relocation Assistance - IRWA Course 501
- Advanced Relocation Assistance 1- IRWA Course 505
- Business Relocation-IRWA Course 502
- Bargaining Negotiations - IRWA Course 205
- Appraisal of Partial Acquisitions - IRWA Course 401

PROFESSIONAL LICENSES

- Wisconsin Licensed Appraiser #932-004
- Wisconsin Notary Public

PROFESSIONAL MEMBERSHIPS

- International Right of Way Association - Badger Chapter 17

SARAH J. SIMPSON
Real Estate Specialist

EXPERIENCE

Real Estate Specialist

Negotiated the acquisition of parcels for the Wisconsin Department of Transportation, Northeast Region and Southeast Region, Waukesha County Transportation Department, the City of Kenosha, Kenosha County, Racine County, Rock County and Fond du Lac County. Possesses a working knowledge of the brochure entitled "The Rights of Landowners Under Wisconsin Eminent Domain Law", Chapter 3: Acquisition of The Real Estate Program Manual and The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Relocation Specialist

Assisted in the development of Conceptual Stage Relocation Plan for the Wisconsin Department of Transportation Southwest Region for STH 32 and the Acquisition Stage Relocation Plan for the Northeast Region for USH 14. Assisted in the relocation of twelve (12) residential families and nine (9) commercial businesses on Janesville Road in the City of Muskego for the reconstruction of CTH "L" in Waukesha County. Developed the Acquisition Stage Relocation Plan for the Wisconsin Department of Transportation Northeast Region STH 15 Bypass and successfully relocated five (5) residential families and two (2) move only relocations and currently working with three (3) remaining early acquisition residential families. Possesses a working knowledge of the brochure entitled "Wisconsin Relocation Rights: Business, Farm and Nonprofit Organizations" and the brochure entitled "Wisconsin Relocation Rights: Residential".

EMPLOYMENT

2009 – Present: The Highland Group of Wisconsin, Inc.

2008 – 2009: Spackle Gallery, LLC

Co-founder, Curator of Artwork. Spackle is a collective independent art gallery that exists as a professional venue for upcoming artists to exhibit, develop and advance innovative art of diverse media and content. Member of MIGA (Milwaukee Independent Art Gallery Association).

2006 – 2009: University Club of Milwaukee

From 2008 – 2009 employed as the Dining Room Manager. Responsible for overseeing waitstaff in the dining room as well as organizing and overseeing banquets for up to 300 people. Responsible for training staff members to serve a la carte as well as banquet service in the fine dining industry including wine service.

From 2006 – 2008 employed as a Server/Banquet Server

EDUCATION

- University of Wisconsin – Milwaukee, B.F.A. in Painting and Drawing – 3.6 GPA with High Honors Magnum Cum Laude
- Relocation Assistance-IRWA Course 501
- Business Relocation-IRWA Course 502
- Computing Replacement Housing Payments- IRWA Course 504
- Advanced Business Relocation-IRWA Course 506
- Principles of Land Acquisition-IRWA Course 100
- NHI Course 141050 – Fed Aid R/W Requirements for LPAs

PROFESSIONAL MEMBERSHIPS

- International Right of Way Association – Badger Chapter 17

PROFESSIONAL LICENSES

- Wisconsin Notary Public

JAMES C. NORBY, MAI, SRA
Specialization in Real Estate Valuation & Consultation
Wisconsin Certified General #125
Minnesota Certified General #4003268

PRESIDENT - J.C. NORBY & ASSOCIATES, INC.

Member - Appraisal Institute (MAI & SRA)
Member - International Right-of-Way Association
Realtor Member - Eau Claire-Chippewa Board of Realtors and National Association of Realtors
Chairperson - American Institute of Real Estate Appraisers - Subchapter - 1987 & 1988
Ethics and Counseling Regional Panel Member - Appraisal Institute
Professional Standards Regional Panel Member - Appraisal Institute
Appraisal Institute - Subchapter Task Force - 1997
Appraisal Institute - State Board Member 1999 - 2002
Appointed - Eau Claire County Condemnation Commissioner - 2001 to present
Has lectured on appraisal practices at University of Wisconsin-Eau Claire, District One Technical College, International Right of Way Association, Wisconsin Assessors Association, and various organizations.
Published information newsletter to Banks, Credit Unions and other interested associates.

Has Appraised For:

LENDING INSTITUTIONS

First National Bank, Hudson	Landmark Bank, Hudson	First Fifth Bank
US Bank - Eau Claire & Milwaukee	State Bank of Medford, Medford	Associated Bank
Wells Fargo Bank, Eau Claire, Minneapolis	American Bank, Wisconsin	Bremer Bank
London Square Bank, Eau Claire	Wisconsin Business Bank	Superior Bank, Wisconsin
Royal Credit Union, Eau Claire	Anchor Savings Bank	Peoples Bank of Wisconsin
First Tennessee Bank, Memphis, TN	First National Bank	Peoples State Bank
Citizens Community Federal	Valley Bank, Menomonie	Bank of Augusta
State Bank of Fall Creek	Bank Mutual	Bank of Alma
First Bank & Trust, Menomonie	BMO, Harris	Bank of New England
Charter Bank, Eau Claire	Telco Credit Union	
First Federal Capital Bank	Citizens State Bank	

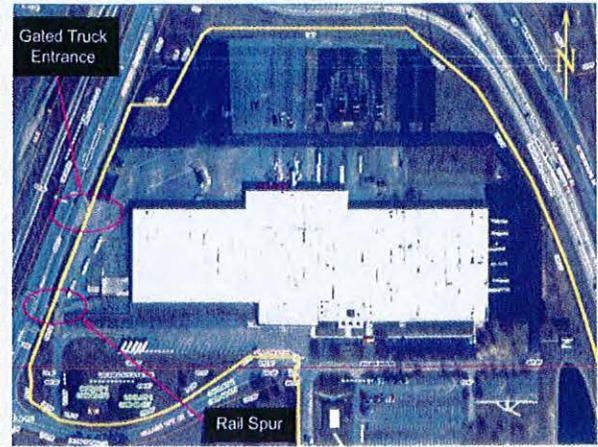
GOVERNMENTAL BODIES

Resolution Trust Corporation	City of Eau Claire	Chippewa County
Department of Natural Resources	City of Rice Lake	St. Croix County
Dept. of Veterans Affairs, State of Wisconsin	City of Menomonie	Barron County
Small Business Administration	City of River Falls	Pierce County
University of Wisconsin System	City of Altoona	Eau Claire County
Wisconsin Housing Finance Authority	City of Chippewa Falls	Dunn County
Wisconsin Department of Transportation	City of Hudson	Bureau of the Census
Wisconsin Business Development Finance Corp.		FNMA
Wisconsin Department of Justice (DOJ)		

MAJOR CORPORATIONS

Equitable Relocation Management Corp.	Imperial Clevite Company	Miles Homes
Chicago & Northwestern Transportation Co.	Ayres & Associates	Executrans, Inc.
AVCO Financial Services	YMCA of Chicago	Land O'Lakes
Homequity Relocation Company	I.T.T. Financial Services	Texaco, Inc.
Prudential Relocation Company	Wisconsin Gas Company	Uniroyal
Wisconsin Telephone Company	Sunmark Industries	Cray Research
Prudential Insurance Company	Grace Lutheran Foundation	ConAgra Corporation
Transamerica Corporation	Flambeau Mining Company	Dairyland Power
Employee Transfer Corporation	Luther-Midelfort Hospital	Sacred Heart Hospital
Evans Financial Corporation	Excel Energy	

Prepared Feasibility Studies for various types of properties, Testified as an Expert Witness in Federal, State and County Courts. Published Real Estate studies, Interviewed on Real Estate matters, Reviewed Appraisals for Wisconsin Department of Regulation & Licensing, The MAI & SRA designations of the Appraisal Institute are awarded to individuals only after meeting extensive educational requirements, numerous examinations, experience ratings and appraisal reviews by peers.



Project Description

This project includes the appraisal of 11 real estate parcels and negotiation of interests from 10 real estate parcels impacted by the reconstruction of the I-39/Business 51 interchange in the Village of Rothschild. Wisconsin Department of Transportation (WisDOT) plans to reconstruct Business 51 to a divided, four-lane roadway with auxiliary lanes and turn lanes. Other improvements include:

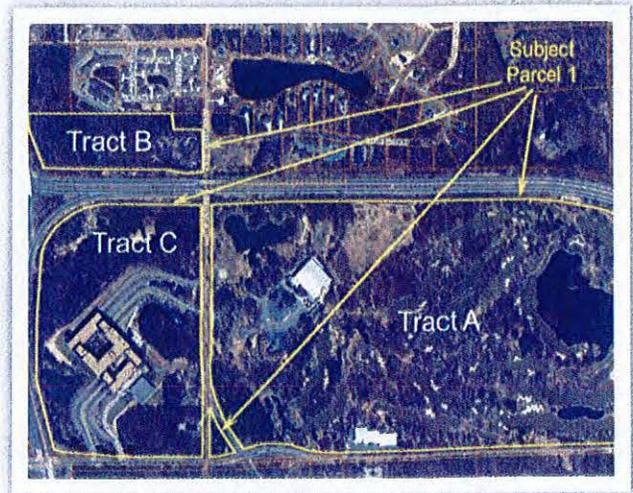
- Realignment and reconstruction of the interchange ramps
- Bridge replacement over Cedar Creek
- Pedestrian and bicycle accommodations along Business 51
- Reconstruction of railroad crossings

Property Types Impacted

- Railroad
- Utility
- Manufacturing
- Commercial hospitality and restaurants

Appraisal and Negotiation Issues Encountered

- Acquisition of access rights
- Parking space acquisition
- Cost to cure for parking
- Cost to cure for commercial site improvement acquisition
- Pending foreclosures
- Securing partial release of mortgages



Project Description

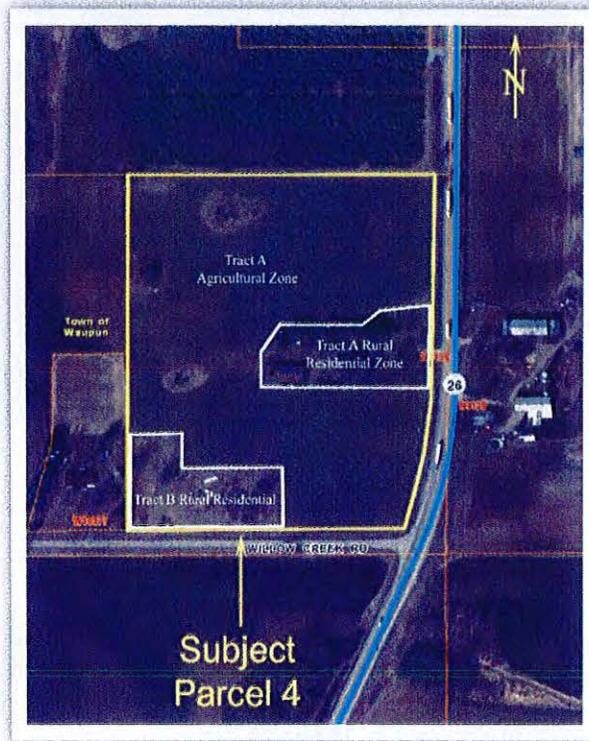
This project included the appraisal and negotiation of real estate interests from 8 real estate parcels impacted by a bridge structure replacement project on Interstate Highway 39 which crosses over Reserve Street east of Business Highway 51 in the city of Stevens Point. The construction project includes a reconstruction of Reserve Street to lower the road grade and improve vertical clearance beneath the new bridge structures. In addition, the project will include a widened roadway so that the I-39/Business 51 merging lane can be extended to a point east of Reserve Street.

Property Types

- Vacant and improved residential lots
- Vacant and improved commercial property

Appraisal and Negotiation Issues Encountered

- Larger parcel decisions
- Coordinated with City of Stevens Point for utility services to coincide with road construction
- Coordinated property owner site improvement buyback
- Coordinated property owner personal property realignment



Project Description

Becher Hoppe completed real estate appraisal and negotiation services for parcels impacted by the Wisconsin Department of Transportation (WisDOT) STH 26 road reconstruction project in Fond du Lac County. Between two master contracts for the project, Becher Hoppe appraised 59 parcels for partial acquisitions, negotiated 9 parcels, and managed the negotiation services of a subconsultant for 52 parcels.

Property Types Impacted

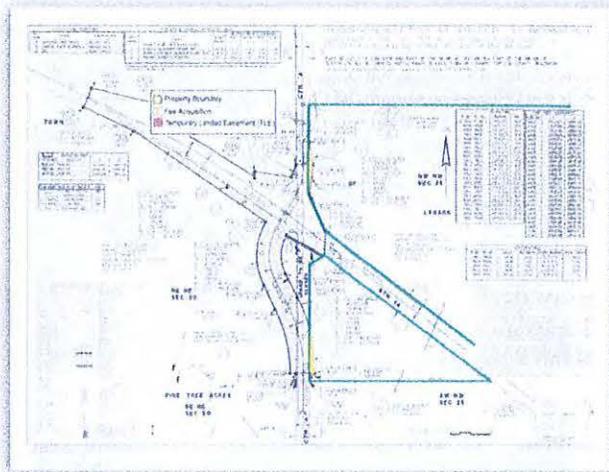
- Rural residential and urban residential
- Vacant and improved agricultural
- Commercial
- Rural commercial

Appraisal and Negotiation Issues Encountered

- Improvement valuation
- Partial acquisition, access acquisition
- Foreclosed properties
- Resolving clear title issues
- Proximity damages
- Larger parcel determinations
- Fencing
- Cost-to-cure estimates for tile and septic systems
- Re-routing driveway onto side road
- Boundaries extending onto adjacent acquisition plats

Project Segment IDs

- 1110-10-21
- 1114-09-21
- 1114-10-21



Project Description

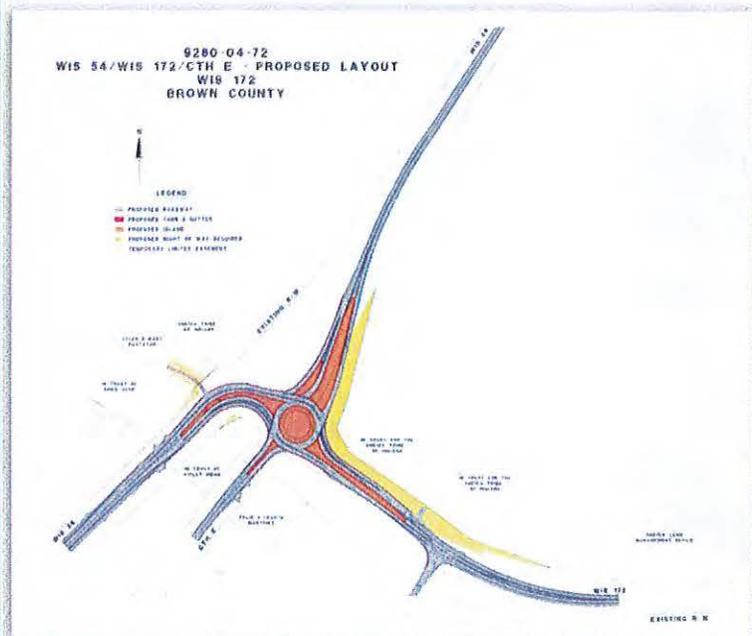
This project included the appraisal and negotiation for real estate interests from three parcels impacted by a realignment reconstruction project for the intersection of STH 54 and CTH A in the Town of Lanark, Portage County. The alignment for CTH A as it intersects STH 54 was shifted so that the resulting intersection became closer to 90 degrees. In addition to the realignment of CTH A, right turn lanes were added to STH 54.

Property Types Impacted

- Rural residential
- Vacant agricultural
- Commercial hospitality and restaurants

Appraisal and Negotiation Issues Encountered

- Larger parcel determination
- Acquisition of site improvements
- Landscaping acquisition
- Change in highest and best use due to uneconomic remnant
- Securing partial release of mortgages
- Facilitating property owners' communication with local highway department to obtain vacated right of way



Project Description

Approximately 34 parcels were appraised as part of three appraisal projects:

- STH 54 Bridge Approach / STH 172 Improvement Project, Brown County
- STH 172, STH 54 to Oneida Casino / Austin Straubel Airport Entrance
- STH 172, STH 54 to Packerland Drive

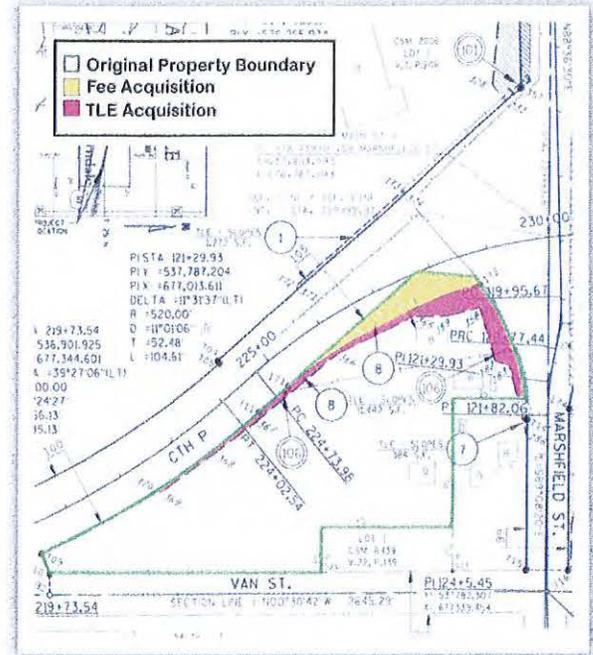
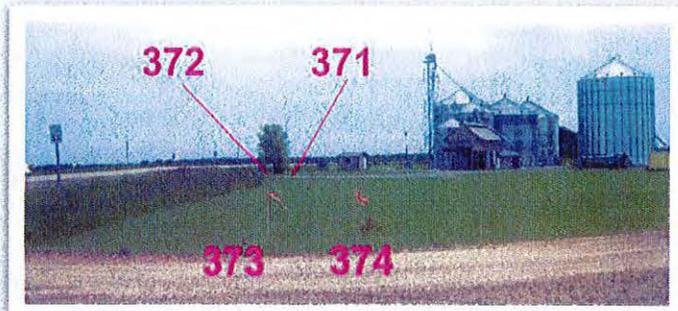
All three projects were within a five-mile radius of the STH 54 / STH 172 intersection. STH 172 was reconstructed with several turning lanes and several roundabouts. The intersection of STH 54 and STH 172 was shifted eastward and reconstructed as a roundabout. Lastly, the STH 54 bridge alignment and approaches were shifted and reconstructed as the bridge had reached the end of its useful life.

Property Types Impacted

- Vacant and improved Oneida tribal land
- Vacant and improved Trust land
- Municipal offices and vacant municipal land
- Austin Straubel Airport
- Oneida Casino
- Vacant agricultural
- Improved Commercial

Appraisal Issues Encountered

- Strip acquisitions
- Proximity damages
- Severance damages
- Commercial landscaping loss



Project Description

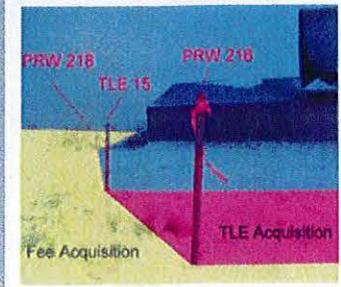
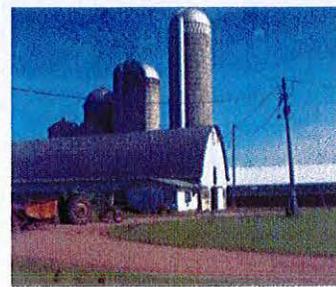
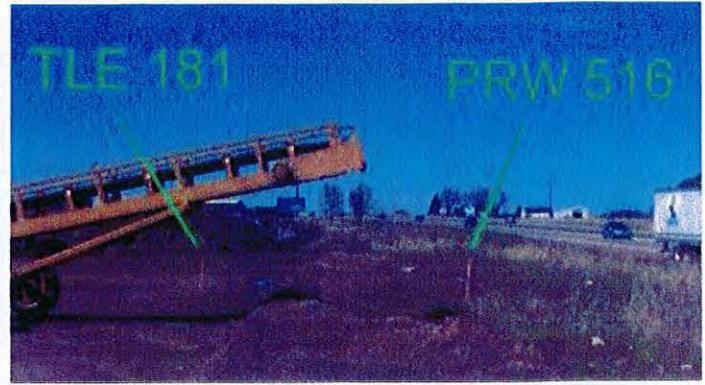
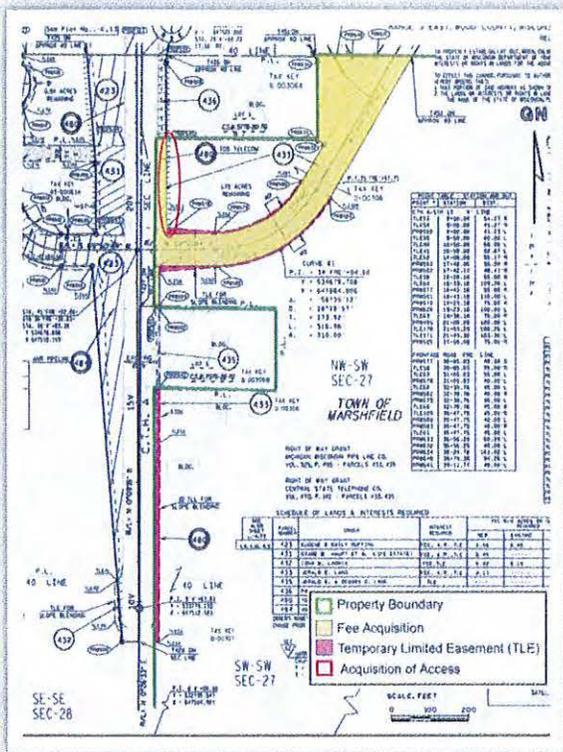
Real estate and negotiation services were completed for the Wisconsin Department of Transportation (WisDOT) for parcels impacted by the realignment of the CTH P, Main Street, and Marshfield Street intersection in the Village of Auburndale. Becher Hoppe appraised 4 parcels and provided negotiation services for 7 parcels.

Property Types Impacted

- Rural residential
- Rural commercial

Appraisal and Negotiation Issues Encountered

- Relocation parcel
- Proximity damages
- Larger parcel determination
- Acquisition of site improvements
- Landscaping acquisition
- Change in highest and best use
- Securing partial release of mortgages
- Used Nominal Payment Parcel Report offer process on 3 negotiated parcels



Project Description

Real estate appraisals were done for the Wisconsin Department of Transportation (WisDOT) project that involved the widening and relocation of USH 10 from a two-lane highway to a four-lane highway. These appraisals took place in Wood County in the Towns of Marshfield, Cameron, Auburndale, Milladore, and Blenker. Approximately 120 parcels were appraised and several sales studies were done over the course of several years.

Property Types

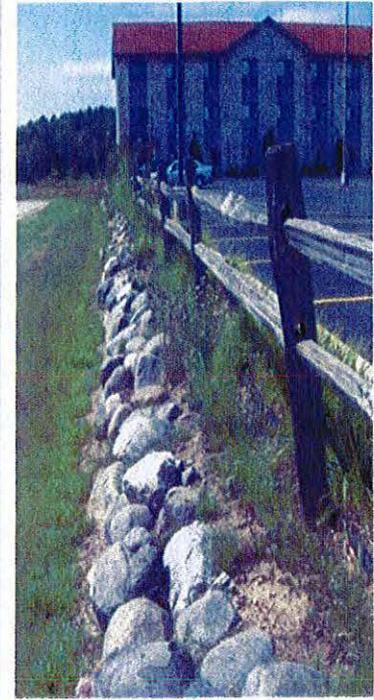
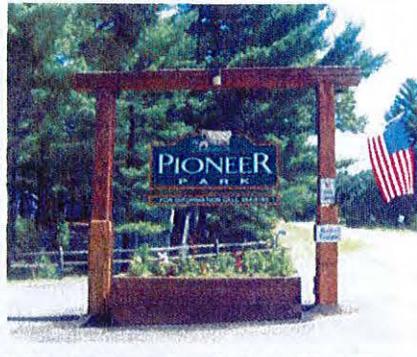
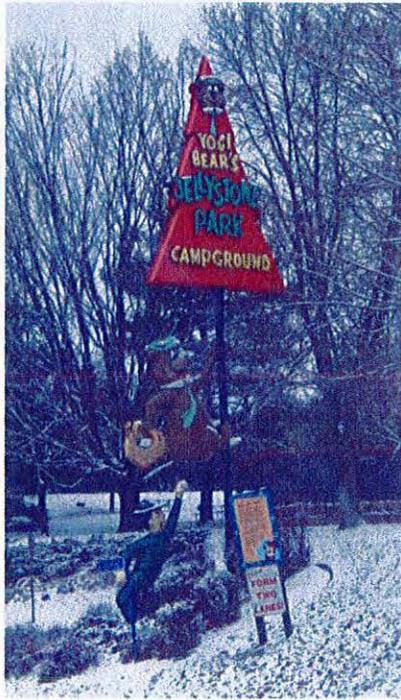
- Rural commercial (several trucking companies, excavating, modular homes, garden/nursery)
- Residential
- Agricultural (dairy, beef, and elk farms)
- Municipal (vacant airport property)
- Utility (ANR pipeline)

Appraisal Issues Encountered

- Improvement valuation
- Partial acquisition, access acquisition
- Land-locking
- Proximity and severance damages
- Separate entity analysis
- Residential carve-outs
- Cost to cures of various items
- Changes in highest and best use

Project Segment IDs

- 6350-06-20
- 6350-06-20
- 6350-06-25
- 6350-06-26
- 6350-06-27
- 6350-06-28



Project Description

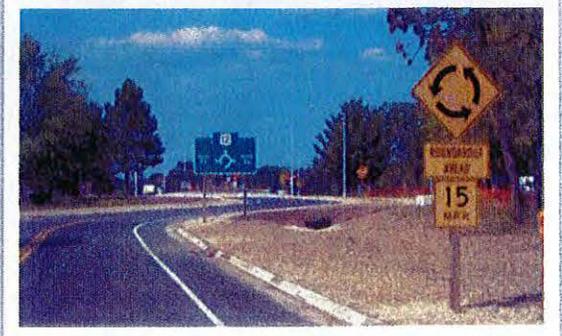
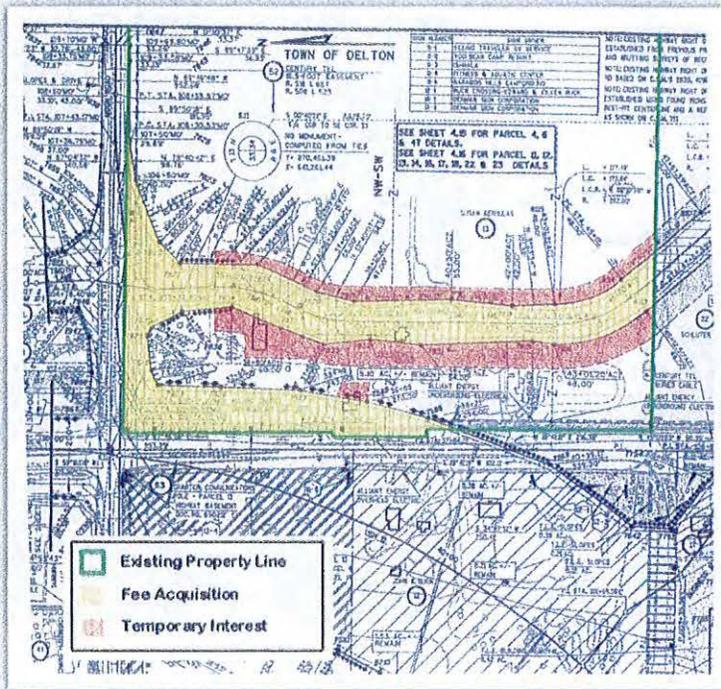
This Wisconsin Department of Transportation (WisDOT) project stems from a commitment made from the USH 12 bypass environmental process to re-establish a suitable bicycle/pedestrian route from Lake Delton to the original USH 12. Becher Hoppe completed 30 property appraisals and negotiations. The improvements consisted of widened and improved shoulders for the rural section, and separate, paved, multi-modal path for the urban section.

Property Types Impacted

- Rural residences
- Tribal property
- Mobile home park
- Mirror Lake State Park land
- Commercial development (Tanger Outlet Mall outlot, Alakai Hotel, Denny's Restaurant, Culver's)
- Campground
- Transitional land

Appraisal Issues Encountered

- Sign acquisition and/or relocation
- Fencing acquisition and/or relocation
- Transitional highest and best use
- Larger parcel analysis
- Existing encroachments



Project Description

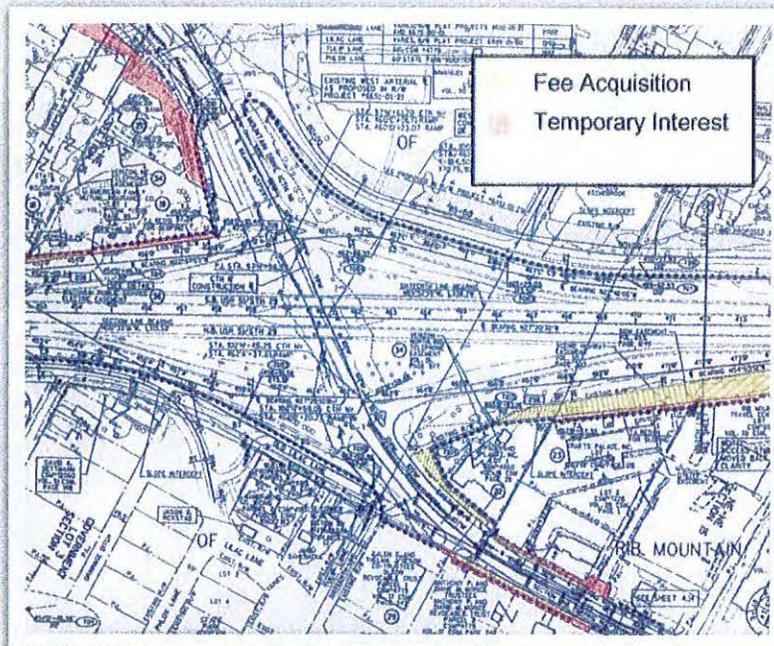
This highway project involved a new four-lane highway located to the west of the current USH 12. Highway design included the construction of numerous roundabouts and several frontage roads. This portion of the project extended approximately four miles, from I-94 to STH 33. Becher Hoppe completed approximately 32 appraisals and 1 sales study.

Property Types Impacted

- Commercial (campground, UPS facility)
- Improved residential
- Future development
- Vacant agricultural
- Ho-Chunk Nation tribal land

Appraisal Issues Encountered

- Interim/transitional land use
- Corridor versus backland value
- Access acquisition
- Proximity damages
- Landscaping loss
- General versus special benefits
- Larger parcel analysis
- Zero contributory value of improvements analysis



Project Description

USH 51 is the primary north-south corridor serving interstate travel through central Wisconsin. A portion of USH 51 carries interstate traffic for STH 29 and local commuters for the Wausau area. To alleviate heavy congestion, USH 51/STH29 between Fox Glove Road and Bridge Street was expanded from a four-lane divided highway to a six-lane divided highway. Improvements were made at CTH N, CTH NN, Sherman Street, and West Bridge Street Interchanges.

Appraisal Services

Phase I

- Sales study
- 18 appraisals including 8 Short Format, 3 Standard Abbreviated, 7 Standard Before and After

Phase II

- Updated Sales Study
- 20 Appraisals including 4 Short Format, 11 Standard Abbreviated, 5 Standard Before and After

Range of properties included:

- Commercial – office/retail/service
- Convenience store
- Government property
- Residential

Acquisitions included:

- Commercial signs and landscaping

Becher Hoppe performs a wide range of appraisal services including:

- Eminent Domain Agency Appraisal
- Landowner Appraisal
- Municipal Property and Buildings Appraisal

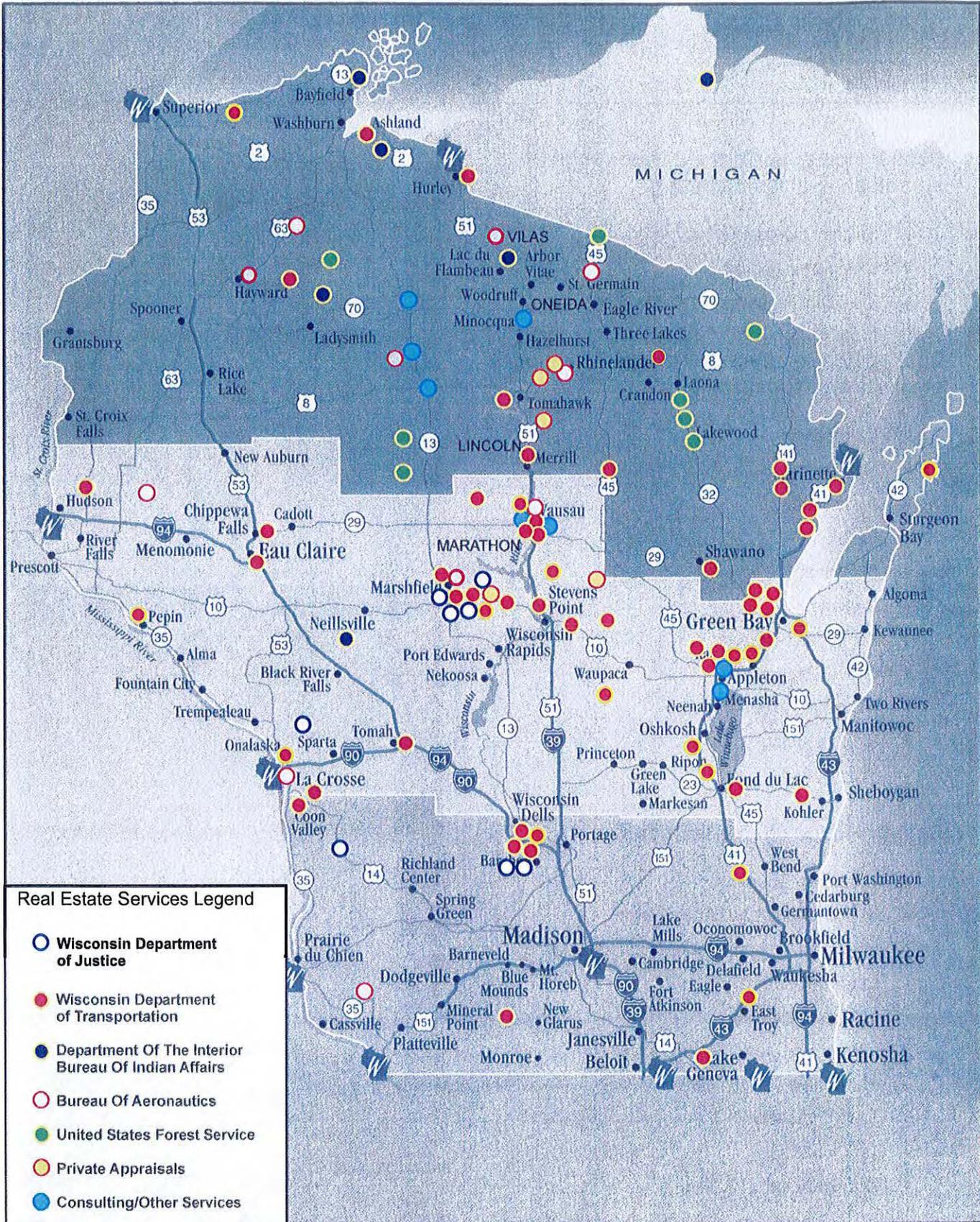
Becher Hoppe appraises a wide range of property types including:

- Commercial
- Residential
- Agricultural
- Lakefront
- Municipal
- Wetland
- Timberland / Forest
- Gravel Pits
- Industrial
- Manufacturing
- Transitional

Becher Hoppe clients include:

- Cities and Counties
- Wisconsin Bureau of Aeronautics
- Wisconsin Department of Transportation
- Land Developers
- US Forest Service
- Wisconsin Department of Natural Resources
- Land Conservancies
- Law Firms
- Bureau of Indian Affairs





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Becher-Hoppe Associates, Inc.
Previous Real Estate Projects

Since the inception of The Highland Group in 1995, we have appraised and acquired in excess of 4,000 parcels for Wisconsin Department of Transportation (WisDOT) and local public agencies under Chapter 32. These parcels were acquired in accordance with WisDOT's Real Estate Program manual and the LPA Manual.

The following is a partial list of projects completed by The Highland Group along with associated references.

HIGHWAY ACQUISITIONS

Wisconsin Department of Transportation

Northeast Region

- Project I.D. #1146-75-21, STH 15, Hortonville Bypass (10 early acquisition parcels)
- Project I.D. #9532-03-21 and 9532-03-22, STH 160, Pulaski (72 parcels)
- Project I.D. #4075-20-21, STH 146, Little Chute (135 parcels)
- Project I.D. #4075-21-21, STH 96, Kaukauna (99 parcels)
- Project I.D. #9180-18-21, STH 22, Washington County (93 parcels)

Southwest Region

- Project I.D. #6707-00-24, STH 146, Columbia County (27 parcels)
- Project I.D. #1066-02-21, I94, Dane County (32 parcels)

Southeast Region

- Project I.D. #4010-05-21, STH 144, Washington County (115 parcels)

Local Public Agencies

Fond du Lac County

- Project I.D. #4831-04-21, CTH VV, Fond du Lac (29 parcels)

City of Kenosha

- Project I.D. #3230-07-00, 75th Street (67 parcels)
- Project I.D. #3240-08-20, Sheridan Road (24 parcels)

Kenosha County Department of Public Works

- Project I.D. #2011-0116.13, CTH G (22 parcels)
- Project I.D. #2011-0116, CTH G (25 parcels)
- Project I.D. #3728-01-20, 22nd Avenue/CTH Y (12 parcels)
- Project I.D. #3766-01-22, CTH E (110 parcels)

Village of Mt. Pleasant

- Project I.D. #TMP-008, Stuart Road, (49 parcels)
- Project I.D. #TMP-003, Pike River Restoration Project, Phase III (14 parcels)
- Project I.D. #TMP-002, Pike River Restoration Project, Phase II (10 parcels)
- Project I.D. #TMP-001, Pike River Restoration Project, Phase I (12 parcels)

City of New Berlin

- Project I.D. #K-362 & W-136, Moorland Boulevard (17 parcels)
- Project I.D. #2722-06-70, W. National Avenue (15 parcels)
- Project I.D. #2783-0-02, S. Calhoun Road (39 parcels)

Racine County

- Project I.D. #2704-02-73, CTH C/Airline Road (13 parcels)
- Project I.D. #2400-04-70, CTH Y/Meachem Road (43 parcels)
- Project I.D. #RC-00-08, CTH FF (13 parcels)

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Phone: 608-785-9035

Jacob DeCleene, Statewide Review Appraiser

WisDOT Northeast Region
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Marshfield Municipal Airport

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Phone: 715-384-3149

James Makuski, Real Estate Specialist

WisDOT North Central Region
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Norman Pawelczyk, Acquisition and Technical Services Section Chief

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Kenosha County Department of Public Works

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