

# OREGON DEPARTMENT OF TRANSPORTATION

## Right of Way Section

### Appraisal Mentoring Program

#### **Background:**

Having experienced consultant appraisers is a vital part of the acquisition process for ODOT. It is in ODOT's long-term interest to facilitate the training and mentoring of inexperienced appraisers who wish to become qualified to appraise properties for eminent domain. The challenge is an aging population of appraisers who are qualified to do this type of work and a smaller pool of younger appraisers who are entering the field and have interest in doing work for a governmental agency.

#### **An Overview of the Program:**

The Appraisal Mentoring Program was created in 2014. Appraisers who are currently on ODOT's Qualified Appraisers List (QAL) provide training and mentoring for inexperienced appraisers in order to develop additional appraisal resources.

The mentoring program will require a mentor (an appraiser from ODOT's QAL) and a mentee (a licensed appraiser). A potential mentee appraiser should contact ODOT Right of Way personnel or QAL appraisers regarding their desire to go through the mentorship program and eventually apply to be added to the QAL. Once there is an agreement between a mentor and mentee, the Chief Appraiser and/or Right of Way Region Office look for a project that has appraisal work and would be a good candidate for the mentorship program. The mentor appraiser will be asked to bid for the appraisal work for the project. If the mentor appraiser is selected and a contract is put in place, a separate contract for the mentorship program will be developed. The scope of work for the mentorship program contract will be established between the Chief Appraiser (who is the Contract Administrator for the mentorship contract), the mentor and mentee. Upon agreement of the scope of work, the contract will be written, signed and executed. The mentorship contract and appraisal work contract will work concurrently. After the completion of each contract, the Chief Appraiser, mentor and mentee will participate in a debrief session.

More than one mentoring contract may be needed for the mentee before being accepted to the QAL. The debrief session will help determine the need for the mentee to complete another mentorship contract versus acceptance to the QAL after one mentorship contract.

After the completion of each contract, the Contract Administrator will debrief the appraisers involved and provide management with a written critique of the effectiveness of this contract.

The Appraisal Mentoring Program's use will be at the discretion of the Chief Appraiser and the Deputy State Right of Way Manager.

#### **Requirement List:**

- 1) Criteria for Mentor Appraisers
  - a. Ten years or more experience completing appraisal assignments involving eminent domain;

- b. A minimum of five eminent domain appraisals completed for ODOT within the previous three years;
  - c. A Certified General appraisal license in good standing with the Oregon Appraiser Certification and Licensing Board (ACLB); and
  - d. Approved on the ODOT QAL.
- 2) Criteria for Mentee Appraisers
- a. A minimum of five years completing appraisal assignments;
  - b. A certified general or certified residential appraiser license in good standing with the Oregon ACLB;
  - c. Completion of the appraisal application that is part of the QAL Request for Quotation (RFQ) that has been evaluated by appraisal review with recommendations for acceptance criteria for the QAL on; and
  - d. The mentee appraiser may be an independent fee appraiser, an employee of the mentor appraiser, a subcontractor of the mentor appraiser, or an ODOT employee who is being mentor by a consultant appraiser.
- 3) Standards for Contract Mentoring Performance
- a. The mentor appraiser must be prequalified and approved by the ODOT appraisal program manager before mentoring can take place;
  - b. The mentor appraiser must have an upcoming appraisal contract with one or more of the ODOT regions to appraise one or more properties involving eminent domain;
  - c. If the appraisal contract involves multiple properties, the mentor appraiser will identify which of the properties will be included in the mentoring assignment;
  - d. The mentor appraiser will submit their mentoring proposal as a separate contract from the region appraisal contract;
  - e. The mentoring contract will be approved by the ODOT Deputy State Right of Way Manager. The contract manager for these mentoring contracts will be the ODOT Chief Appraiser;
  - f. The mentor appraiser must include the mentee appraiser in all meetings with ODOT staff, property owners and third-party consultants who are providing assistance with the appraisal assignment;
  - g. The mentee appraiser must inspect the subject property and all comparable sales considered in the appraisal analysis;
  - h. The mentee appraiser must materially participate in the collection and verification of data, and, the valuation analysis of the subject property and the property rights being acquired;
  - i. The appraisal report must include a scope of work that identifies the specific roles of the mentor and mentee appraisers, as well as the extent of the work completed by both the mentor and mentee appraisers;
  - j. Both the mentor and mentee appraisers should sign the ODOT certification that is included in the appraisal report;
  - k. The mentee appraisal will complete at least 30% of the total hours expended in the completion of the appraisal assignment;
  - l. Separate from the appraisal report, the mentor and mentee appraisers will provide a work log that identifies the hours and task completed by each. This work log will be attached to any billings provided under this contract. No payments will be made until this work log is satisfactorily submitted; and
  - m. At the completion of the contract, the mentor and mentee will participate in a debrief session lasting up to one hour.

**Contracts:**

A contract will be executed between ODOT and the mentor. It will follow a set template, but the scope may be modified to address varying duties, responsibilities and financial consideration.

<http://transnet.odot.state.or.us/hwy/RowApprContr/SitePages/Home.aspx>

**Exceptions:**

ODOT will make every effort to utilize this Appraisal Mentoring Program to develop and build the pool of qualified appraisers. Exceptions to the criteria and standards will be considered, based upon the specific circumstances of both the mentor and mentee. The Chief Appraiser will submit a written request to the Deputy State Right of Way Manager for approval of exceptions.

**Program Follow Up:**

ODOT's Chief Appraiser will send email notifications on an annual basis to the appraisers on the QAL list to promote the Appraiser Mentoring Program.