

**APPRAISER QUALIFICATION QUESTIONNAIRE (AQQ)**

The detailed data requested here must be submitted **in this format only.**  
Appraisers shall use this 2-page form as the cover of their initial reply and shall not be counted towards the requested page limit stated below:

**Appraiser**

Firm Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Street Address State Zip Code

Contact Person Email: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ No. of Employees \_\_\_\_\_

The undersigned intends to perform work as (check one):

- an individual     a corporation     a partnership     a joint venture

**S/M/WBE Certifications:** Check all that apply and attach applicable copy of certification letter(s) or certificate(s). Certifications must be valid on submittal due date. There is a preference during selection for County S/M/WBE certifications.

**SBE** (*small business enterprise - certified with Palm Beach County*)

**SWBE** (*small woman business enterprise - certified with Palm Beach County*)

**SME** (*small minority business enterprise - certified with Palm Beach County*)

**SMWBE** (*small minority woman business enterprise - certified with Palm Beach County*)

- Black     Hispanic     Woman     Other \_\_\_\_\_

**Subcontractors:**

It is our intent to subcontract \_\_\_\_\_% of the contract dollars to Palm Beach County certified S/M/W/BE firms. Listed below are the proposed firms:

S/M/W/BE Names	Type of Work/Specialty	Dollar %

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Replies to the AQQ are requested to be sequentially numbered, measure 8.5” x 11,” no less than 12-point font, and not to exceed six (6) pages in length (excluding this form, resumes, certificates, and licenses). Elaborate brochures, artwork, or binders are not desired or required.

Please provide a narrative limited to the last 5 years, that describes / explains:

1. Prior relevant eminent domain appraisal experience, include Orders of Taking, trials, depositions, and other legal hearings.
2. Qualifications of key personnel, including Associate Appraisers, and Research Assistants.
3. Current and anticipated workload, ability and commitment of the firm and the Appraiser of Record to undertake a significant amount of work on short notice.
4. List of subcontractors and their prior (limited to the last 5 years) eminent domain experience.
5. Current and anticipated workload, ability and commitment of the listed subcontracting firms to undertake a significant amount of work on short notice.
6. The following sample scenario – a 10’ strip of land is needed from a property with a gas station tenant and sandwich shop (subtenant) inside. It looks like the taking will affect their sign, a rare palm tree, and eliminate one of the six gas pumps, and as a result may also reduce access for an 18-wheeler to deliver fuel. Explain how your firm would approach this appraisal, including the proposed methodology, anticipated experts, and potential damage / cure considerations.

Appraiser of Record Name: \_\_\_\_\_

Appraiser of Record Signature: \_\_\_\_\_

MAI, SRPA, MSA Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email to: **TSharp@pbcgov.org**

or

Send to: **Palm Beach County Engineering and Public Works  
Roadway Production Division  
Attn: Toni Sharp, Right-of-Way Specialist  
2300 N. Jog Road 3<sup>rd</sup> Floor West  
West Palm Beach, FL 33411**