



ABOUT CORRE INC.

CORRE is based in Madison, Wisconsin but also has four other offices around the state including Green Bay and Eau Claire. Since beginning operations in 2005, the firm has grown rapidly and attracted many experienced engineers and specialists. In the last four years, CORRE has rapidly expanded real estate services to form an excellent combination of experts and production staff. Because of our expansion, CORRE has offices throughout the state and our appraisers, acquisition, and relocation agents routinely work flawlessly between them. CORRE is pleased to submit this proposal to provide real estate services for the City of Appleton Blue Parking Ramp project.

PROJECT UNDERSTANDING.

The City of Appleton will need to raze the Blue Parking Ramp located at the intersection of N Appleton Street and W Washington Street. As part of this project, two improved properties attached to the ramp will be acquired and the occupants relocated. The first property, located at 115 W Washington Street, is a two story commercial office building. The second property, located at 124 N Appleton Street, is a restaurant. The ramp and two properties are identified below.



115 W Washington Street



124 N Appleton Street



PROJECT APPROACH & COSTS

CORRE understands that this project is 100% locally funded with budget and financing in place by January 2, 2018. The City will begin real estate services in summer 2017 with preparation of an Acquisition Stage Relocation Assistance Plan as well as completion of the appraisals. The initiation of negotiations and delivery of relocation benefit packages will occur fall of 2017. Closing for the purchase of the properties will be completed after January 2, 2018 with relocation of the occupants to occur by December 31, 2018. **CORRE** will approach this project by completing the following items:

- **Project Management – CORRE**
 - Project Management services will entail:
 - Attend monthly project status phone conference calls with the City
 - Prepare and maintain project spreadsheets
 - Coordinate with the City in preparing a resolution of necessity
 - Coordination with the City regarding the project and approvals
 - Coordination of title work update requests
- **Real Estate Appraisals – CORRE**
 - Two real estate appraisals will be completed. One appraisal will be prepared for the property located at 115 W Washington Street, owned by David and Deborah Hietpas. The second appraisal will be prepared for the property located at 124 N Appleton Street, owned by Coutu LLC. Cost to complete each appraisal is \$2,700/appraisal for a total cost of \$5,400
- **Fixture, Furniture, Equipment (FFE) Appraisals – ASSET EQUIPMENT APPRAISALS**
 - From preliminary information, it is anticipated that that the property located at 115 W Washington Street is tenant occupied by two commercial entities and that the property located at 124 N Appleton Street is tenant occupied by one commercial entity. An FFE appraisal will be completed for each business. The FFE appraisal is necessary to identify the fixtures and equipment owned by each business. The FFE appraisal will be utilized in both the negotiations and relocation aspects of this project. **CORRE** will subcontract the completion of the FFE appraisal to Asset Equipment Appraisals. A copy of proposal letter received from Asset Equipment Appraisals is attached to this proposal. As outlined in the letter, costs for completing the FFE appraisal for the two businesses located at 115 W Washington Street is \$6,525 and the cost to complete the FFE appraisal for the one business located at 124 N Appleton Street is \$5,975.
- **Acquisition, – CORRE**
 - Acquisition/negotiation of two improved parcels. This includes all work associated with acquiring the property interests necessary for this project. This includes: preparation of letters of introduction to property owners, initiation of negotiations, review of owners appraisals, preparation of administrative revisions and revised offering letters, preparation of Jurisdictional Offers and Award of Damages, if necessary (in conjunction with City of Appleton legal counsel), and coordination of the recording of the conveyances and submittal of payments for lands acquired. It is presumed that the City of Appleton will have a Title Company complete the closings for the purchase of the properties. **CORRE** will work with



the Title Company for completing the closing transaction. Cost for completing acquisition services for each parcel is \$1,500/parcel for a total cost of \$3,000.

- Title Searches and Updates – **CITY OF APPLETON**

- It is anticipated that Title Reports and Title Updates for the two properties will be obtained by the City of Appleton.

- Relocation Services – **CORRE**

As previously outlined, two properties are being acquired for this project. From preliminary information, the property located at 115 W Washington Street is owned by David and Deborah Hietpas. It is anticipated that there are two tenant businesses occupying this property. The first business is TC Group Inc. a/k/a Waterford Builders (Engineering Firm) and the second business is Hietpas & Jones (RE Brokerage Firm). The property located at 124 N Appleton Street is owned by Coutu LLC. It is anticipated that there is one tenant occupying this property, Appleton Street Sports Bar & Grill (Restaurant).

In addition, to the three tenant occupied businesses, the two property owners are also eligible for relocation benefits as the landlords of the buildings. As a result, relocation services would consist of the following:

- Preparation of Acquisition Stage Relocation Assistance Plan for the two identified parcels
- Relocation (115 W Washington): Business Landlord (David and Deborah Hietpas)
Business Tenant (TC Group Inc. a/k/a Waterford Builders)
Business Tenant (Hietpas & Jones)
- Relocation (124 N Appleton): Business Landlord (Coutu LLC)
Business Tenant (Appleton Street Sports Bar & Grill)

Relocation tasks and services to be completed for each of the above referenced parcels are outlined in the following table. Relocateses are eligible for relocation benefits for a timeframe of two years after they vacate the property. The tasks, services, and costs outlined in this Proposal are for this two year timeframe.

The City will be completing the project themselves with 100% local funding. As a result, **CORRE** will complete all relocation work under Wisconsin Ch. 32 (Eminent Domain) and WI Chapter Adm 92 (Relocation Assistance).



Tasks	Relocation Assistance Plan	Relocation Services					Total Hours
		Cotcu LLC	Appleton Street Sports Bar and Grill	David & Deborah Hietpas	TC Group a/k/a Waterford Builders	Hietpas & Jones	
		Landlord	Bus Tenant	Landlord	Bus Tenant	Bus Tenant	
Acq. Stage Relo Assist Plan							
Prepare Files & READS Setup	1						1
Relo Intro Letter	2						2
RAP Interview Letter & Interview Materials	2						2
RAP Interview	15						15
Search for Comparable Sites	5						5
Complete Plan	12						12
General Relo Services							
Prepare Files & READS Setup		0	0	0	0	0	0
Appraisal Inspection		0	6	0	3	3	12
Moving Inventory (pictoral only)		2	15	2	8	8	35
Two Moving Estimates		2	6	2	3	3	16
Specialized Moving Estimates		0	6	0	3	3	12
Search for RHP/BRP Comps		0	4	0	2	2	8
Review RHP/BRP Comps		0	2	0	2	2	6
RHP/BRP Comp Submittal		0	4	0	4	4	12
Prepare Benefit Package		2	3	2	3	3	13
Present Benefit Package to Displacee		2	4	2	2	2	12
Additional Property Searches		0	8	0	4	4	16
3 Additional Meetings		10	10	10	10	10	50
Closing for Acquiring Site		2	2	2	2	2	10
Closing for Replacement Site		0	2	0	2	2	6
Moving Inspection - completed by City		0	0	0	0	0	0
Distribute Payments		3	5	3	5	5	21
Phone/Email Contacts		3	6	3	6	6	24
Diaries		5	10	5	10	10	40
Case Report		2	2	2	2	2	10
Close File		1	1	1	1	1	5



Tasks	Relocation Assistance Plan	Relocation Services					Total Hours
		Cotcu LLC	Appleton Street Sports Bar and Grill	David & Deborah Hietpas	TC Group a/k/a Waterford Builders	Hietpas & Jones	
		Landlord	Bus Tenant	Landlord	Bus Tenant	Bus Tenant	
Residential Relocations							
RHP Claim		NA	NA	NA	NA	NA	0
Moving Claim		NA	NA	NA	NA	NA	0
Incidental Expense Claim		NA	NA	NA	NA	NA	0
DSS Inspection		NA	NA	NA	NA	NA	0
Business Relocations							
BRP Claim		NA	4	NA	4	4	12
Moving Claims		NA	12	NA	12	12	36
Moving Claims – Reprinting		NA	4	NA	4	4	12
Searching Expense Claim		NA	4	NA	4	4	12
Re-establishment Claims		NA	8	NA	8	8	24
Tangible Loss Claim		NA	4	NA	4	4	12
Absentee Owners							
Rent Loss Claims		8	NA	8	NA	NA	16
Moving Claim – Property		4	NA	4	NA	NA	8
Re-establishment Claims		8	NA	8	NA	NA	16
Total	37	54	132	54	108	108	493

KEY PERSONNEL



Kathy Rudolph, SR/WA (CORRE, Inc.)

Project Manager, Relocation

Ms. Rudolph has 17 years of real estate experience. She is proficient in providing project management, acquisition, relocation, and property management services for WisDOT, LPA, and local projects throughout Wisconsin. Ms. Rudolph has considerable knowledge of the entire real estate process for locally, state and federally funded projects as well as the state and federal laws governing eminent domain and relocation. She has a wealth of experience in relocation, having thus far relocated over 500 residential and commercial displacees for public projects throughout Wisconsin, including those for airport projects.

Project Role

Kathy will be the project manager as well as lead relocation agent for this project.

**Ann Davis, CGA, MAI (CORRE, Inc.)****Real Estate Appraisal**

Ms. Davis is a WI Certified General Appraiser with over 30 years of commercial real estate appraisal experience and 15 years of experience in eminent domain appraisal for government and property owners, including the Wisconsin Department of Justice appeals process. She has appraised a wide variety of properties including office and retail buildings, warehouses, subdivisions, apartments, and vacant land. For 23 years she was the Owner and President of Davis Appraisals, Inc. in Wauwatosa.

Project Role

Ann will complete the real estate appraisals for this project.

**Jacob Hoaglund, SR/WA (Asset Equipment Appraisals)****FFE Appraisals**

Mr. Hoaglund is the president and founder of Asset Equipment & Appraisals. He has over 15 years of has over 10 years of experience in completing FFE appraisals for public projects.

Project Role

Jacob will complete the FFE Appraisals for the three business occupants.

**Kathy Curren, SR/WA (CORRE, Inc.)****Acquisition**

Ms. Curren has over 10 years of real estate right of way experience. She is proficient in providing project management and acquisition services for WisDOT and local projects throughout Wisconsin. Ms. Curren is skilled at negotiating complex acquisitions including airports and tribal lands. She is familiar with the eminent domain process and state and federal regulations. She has been a licensed real estate broker since 1994.

Project Role

Kathy will be the acquisition agent for this project.

**Megan Beer-Pemberton (CORRE, Inc.)****Relocation**

Ms. Beer-Pemberton have over six years of real estate experience. She is a skilled acquisition agent who also brings extensive experience in relocation activities. She has worked throughout Wisconsin on state and local projects to assist clients in property owner negotiations and relocations for their public projects.

Project Role

Megan will be provide relocation assistance services for this project.

**Carrie O'Brien (CORRE, Inc.)****Real Estate Assistant**

Ms. O'Brien offers eight years of experience working as a legal assistant. She has in-depth knowledge of real estate, and a working knowledge of eminent domain law. Ms. O'Brien is skilled at preparing and reviewing real estate documents, proficient at reviewing public records, and experienced conducting property research.

Project Role

Carrie will provide administrative support to the lead agents for this project.



PROJECT COSTS

Our fees are outlined in the table below and are based on the following assumptions and costs:

- Scope of work does not include:
 - any supplemental exhibits other than those noted above
 - any litigation work
 - preparation of project plat or mapping
 - preparation of legal descriptions of parcels to be acquired

Item	Company	Number	Unit Price	Cost
Project Management	CORRE, Inc.	NA	Lump Sum	\$3,000.00
Real Estate Appraisals	CORRE, Inc.	2 Appraisals	Lump Sum	\$5,400.00
FFE Appraisals (115 W Washington)	Asset Equipment	2 Appraisals	Lump Sum	\$6,525.00
FFE Appraisals (124 N Appleton)	Asset Equipment	1 Appraisal	Lum Sum	\$5,975.00
Acquisition/Negotiation	CORRE, Inc.	2 Parcels	Lump Sum	\$3,000.00
Acquisition Stage Relocation Assistance Plan	CORRE, Inc.	1 Plan	Actual Cost, Not to Exceed	\$4,500.00
Relocation Services (115 W Washington)	CORRE, Inc.	1 Landlord Business	Actual Cost, Not to Exceed	\$6,200.00
		1 Tenant Business (TC Group Inc.)	Actual Cost, Not to Exceed	\$11,500.00
		1 Tenant Business (Hietpas & Jones)	Actual Cost, Not to Exceed	\$11,500.00
Relocation Services (124 N Appleton)	CORRE, Inc.	1 Landlord Business	Actual Cost, Not to Exceed	\$6,200.00
		1 Tenant Business (Appleton Street Sports Bar & Grill)	Actual Cost, Not to Exceed	\$14,000.00
TOTAL				\$77,800.00

SUMMARY

CORRE appreciates the opportunity to submit this appraisal proposal. We believe we are well positioned with experienced staff to provide quality and responsive services to the City of Appleton for this project.

We are prepared to fulfill your requirements and meet your project deadlines. Understanding your need for prompt results, we are available to begin this project immediately. If you have any questions regarding this proposal or require additional information, please contact Kathy Rudolph at 715-225-1658 (cell), 608-826-6291 (office) or at krudolph@correinc.com.

We look forward to the opportunity to work with the City of Appleton on this project.

Respectfully Submitted,
CORRE, INC.

Kathy Rudolph
 Relocation Services Manager



Accepted by: City of Appleton

Approved by: **CORRE, INC.**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

Date: _____



PHONE: 888.897.9690
 FAX: 800.884.9034
 EMAIL: info@AeabResults.com
 WEB: www.AeabResults.com

June 15, 2017

Katherine M. Rudolph, SR/WA – Relocation Services Manager
CORRE, Inc.
 1802 Warden Street
 Eau Claire, WI 54703

Dear Kathy,

We appreciate this opportunity to partner with you and CORRE, Inc. We respectfully submit our bid to complete a Furniture, Fixtures & Equipment Full Summary Appraisal on the below described properties.

Project ID: Unknown

Our bid for this project is itemized below with an estimated delivery date of **15-30 business days after inspection** or the required due date schedule set by the project timeline. The following parameters of this report will be utilized. Location #1 will have a single appraisal report while Location #2 will include two separate appraisal reports. All three businesses represented will have unique appraisal report deliverables.

Location #1 : 124 N Appleton St, Appleton, WI 54911 - Appleton Street Sports Bar & Grill **\$5,975**

Location #2 : 115 W Washington St, Appleton, WI 54911 - TC Group, Inc./Hietpas & Jones **\$6,525**

Effective Date of Value: TBD
Intended Use: Eminent Domain
Intended User: City of Appleton; CORRE, Inc.
Types of Value: Replacement Cost New, Fair Market Value, Forced Liquidation Value

While the estimated project per location is based upon the time spent on travel expense to each location, the number of scheduled meetings and time based on inspection and research for each property parcel. The estimated rate is subject to change with a reduction if the project is less than anticipated. The quoted fee will not inflate above the above referenced fee if work entailed is more than anticipated.

We look forward to providing a quality appraisal product in a timely manner. Please feel free to contact me with any questions or comments about this bid. I make it a point to be available to my clients. Thank you again, I look forward to your response.

Sincerely,

Jacob D. Hoaglund *MCMEA, CMEA, CREA, CSBA, BA*
 B: 888-897-9690 | M: 262-989-9895 | F: 800-884-9034
 E-mail: Jacob@AeabResults.com