

Electronic Transmission & Storage of Appraisals and Appraisal-related Documents
A Pooled-Fund Research Project

DRAFT SCOPE

May 1, 2003

Goal: Develop and deliver a “How To” manual of instruction for the electronic transmittal of Real Estate appraisal documents (appraisals, data books, and review appraiser reports). The manual should describe alternative options for implementation, listing pros and cons to each alternative, with recommendations for each participating state agency regarding respective hardware and software requirements.

The consultant selection process will be based on knowledge of computer systems and Real Estate Appraisal, Appraisal Review, and Federal Right of Way Acquisition rules and regulations requirements, in general. All services must be completed between October 1, 2003 and September 30, 2004.

Each proposer should submit:

A technical proposal to accomplish the scope of services;
The consultant’s qualifications; and
A price proposal.

Benefit: The implementation of computer systems within state transportation departments providing for the electronic transmission, storage, and retrieval of appraisals and related documents would provide:

Reduction in the handling of bulky documents,
Reduction in excessive use of paper,
Reduction in technical review time,
Document distribution to both internal and external users,
Convenience in accessing documents from a centralized filing system,
Ease in conducting valuation studies.

Scope:

During the course of the project, the contractor will maintain effective communication with the lead State Transportation Department of the direction and status of work being performed.

1. Survey the participating states to determine the user requirements for each of the states participating in the research project (including the type of computer hardware and software programs currently available and being utilized by each state). Email addresses, telephone numbers, and mailing address information for contact points for the participating states will be provided. There are nine states participating: Alabama,

Alaska, Florida, Louisiana, New York, North Carolina, Tennessee, Texas, Wisconsin. Texas will act as the lead state for coordination and direction for the project.

2. A “How-to” manual is to be developed which shall include the following:
 - a. A report of the survey results as to the general findings for user requirements for each participating state agency.
 - b. Identification of the hardware and software options generally available (considering what each state currently utilizes) along with respective pros and cons of each.
 - c. An option, compatible with each of the participating state's current computer hardware and software infrastructure, should be identified and recommended. Recommendation of feasible methods and steps for each participating transportation department to implement the transmittal system.
 - d. Identification for each participating state agency of all estimated costs to implement the use of the recommended hardware, software, training, and technical support.
3. Upon delivery of the manuals to each of the participating states, the consultant will participate in a 4-hour videoconference to present findings to the participating state agencies.
4. The proposal will establish a set number of telephone, technical support hours to be provided to the participating states at no additional charge.
5. The proposer will separately provide for an hourly rate for additional technical support that would be charged outside of this contract.
6. The proposer will separately provide a price per session to provide two workshops, at the option of the lead state, including conference facilities, to facilitate the implementation of the electronic transmittal process; one in Austin, Texas and the other in Washington, D.C.

Future Applications: Depending on the successful outcome of this contract, a later scope of services may be advertised. The goal of this future phase would be to develop and implement a standardized electronic appraisal report(s) and an interfacing artificial intelligence program (statistical process control) that would be capable of gleaning critical data from the standardized report(s), compare those data against predetermined quality standards, and note those areas of the report falling outside of those standards to assist the appraiser and/or review appraiser in report preparation and review. The Scope of Services for this future phase would be developed upon completion and evaluation of the initial project above.