EXHIBIT A

**Qualified Surveyor**

**RFP Response Document**

**\*Respondents can either use this Word document or prepare their own document that includes the information requested in the order in which it appears on this document. Response document shall not exceed 10 pages.**

Name of Firm:

Primary Contact Name and Title:

Phone:

Email:

Mailing Address:

1. **Organizational summary and qualifications.** A description of the firm, including the names, qualifications, and experience of the proposed project team, longevity, client base, areas of specialization and expertise and any other pertinent information in such a manner that proposal evaluators may reasonably formulate an opinion about the experience and stability of the organization. Identify specific individuals that are California Licensed Land Surveyors. Provide resume(s) or CV(s) of key staff as Exhibit B.

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1. **Experience.** Check all that apply:
* Experience conducting easement and fee title appraisals that successfully been reviewed and approved by the State of California Department of General Services, Real Estate Services Division
* Experience conducting easement and fee title appraisals that successfully been reviewed and approved by the Department of the Interior’s Office of Valuation Services
* Experience conducting appraisals in the Central Valley
* Experience conducting appraisals in Yolo County
* Experience conducting appraisals for habitat conservation easements on agricultural lands that allow for some ongoing agricultural activities but restrict permanent crops
* Experience conducting appraisals for habitat conservation easements on rangeland
* Experience conducting appraisals for wetlands or other undeveloped aquatic areas
1. **References.** Provide at least three references for whom the has performed similar services of similar scope or for which the reference has direct experience reviewing the work of the appraiser. Include the organization name, contact person’s name, email address, telephone number, and a brief description of the services performed for the reference or reviewed by the reference.

**Reference 1:**

Organization:

Contact person’s name and title:

Email:

Phone:

Reason for listing as a reference:

**Reference 2:**

Organization:

Contact person’s name and title:

Email:

Phone:

Reason for listing as a reference:

**Reference 3:**

Organization:

Contact person’s name and title:

Email:

Phone:

Reason for listing as a reference:

1. **Task Proposals.** Check the box next to each task for which you are proposing to provide services for. Provide hourly rates and all other information about service fees or other billable costs as Exhibit C. These rates will be included as an Exhibit to the Master Services Agreement, if awarded. Include a cost and estimated completion date or timeframe for Tasks 2 and 3 if you have checked those tasks. Assume that the Master Services Agreement and Task Orders are executed on or before December 16, 2024 when proposing the completion date or timeframe.
* Task 1: On-Call Surveying Services
* Task 2: Lucky Land Easement Appraisal

Proposed Cost:

Proposed Completion Date / Timeframe:

* Task 3: Capay Cache Creek Easement Appraisal

Proposed Cost:

Proposed Completion Date / Timeframe:

1. **Master Services Agreement and Insurance Requirements**.
* By checking this box, the submitter confirms that the Conservancy’s insurance requirements and Sample Master Services Agreement (Attachments B and C of the Qualified Appraisers RFP) have been reviewed by the appropriate personnel.

List of any requested exceptions or changes to the insurance requirements. State “Not Applicable” if there are none:

List of any requested exceptions or changes to the Master Services Agreement. State “Not Applicable” if there are none:

1. **Potential Conflict of Interest**. Identify any potential organizational or professional conflicts of interest, including all relevant facts concerning any past, present or currently planned interests, which may present a conflict of interest. State “Not Applicable” if there are none.
2. **Authorized Signature.** Name, title, and signature of representative authorized to sign contracts on behalf of the firm or individual contractor:

Name:

Title:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ADDITIONAL EXHIBITS TO INCLUDE AS PART OF THE RFP RESPONSE PACKAGE:**

(These Exhibits do not count towards the 10 page limit)

* **Exhibit B: Resume or CV of Qualified Appraiser(s)**
* **Exhibit C: Rate Sheet / Fee Schedule**