

Glassboro Public Schools



MEMO

To: Mark Silverstein

From: Lisa Ridgway

Date: March 18, 2021

Re: Action Agenda Item for March 24, 2021

Attached please find the proposal for Appraisal Services from Steven W. Bartelt Real Estate Appraisal Consultants. The board will need to approve the contract for the appraisal of Glassboro Intermediate School at the fee of \$3,700.

Steven W. Bartelt, MAI, SRA, AI-GRS

Real Estate Appraisal Consultants

PO Box 8169
Turnersville, NJ 08012
856-582-5892

SBartelt22@comcast.net

1 March 2021

Via Electronic PDF ONLY

Lisa Ridgeway, MSM, QPA
School Business Administrator
Glassboro Public Schools
560 Joseph Bowe Blvd
Glassboro, NJ 08028

Dear Ms Ridgeway:


In response to your inquiry for appraisal related services. I have enclosed a proposal which outlines work to be completed.

Please consider my comments and the attached proposal.

Call me we any questions you may have.

I look forward to hearing from you in the near future.

Sincerely,


Steven W. Bartelt, MAI, SRA, AI-GRS

ATTACH: **Proposal for Appraisal Services**
 Appraiser Qualifications/CV



Steven W. Bartelt is a MAI, SRA, AI-GRS member of the Appraisal Institute

Description of Specific Appraisal Services to be Provided/Interest Valued

The Appraiser will render an opinion of market value, of the fee simple title, for the parcels noted herein.

Appraiser reserves the right to immediately withdraw as an expert from an assignment for non-payment and also in the event of an ethical or professional standards issue.

The date of the value (effective date of report) estimate will be the date of inspection.

The report will be delivered in a narrative format consistent with accepted Appraisal Guidelines.

The format of the report will be an Appraisal Report as defined by USPAP.

The Appraiser will supply three originals and/or electronic copy.

Any other services must be contracted for in a separate agreement.

Intended Use/User of the Services Performed

The appraisal is to be used for the function of providing valuations relative to management decisions concerning the parcel.

No other use is intended by Appraiser. The intended use as stated shall be used by Appraiser in determining the appropriate Scope of Work for the assignment.

Intended users for this report include the Glassboro Public Schools. No other users are intended by Appraiser. Appraiser shall consider the intended users when determining the level of detail to be provided in the Appraisal Report.

Scope and Methods

The Appraiser will render an opinion of value for the real property described above in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP), and the Code of Professional Ethics and Standards of Appraisal Practice promulgated by the Appraisal Institute.

In adherence to these practices the Client should understand that the Appraiser is not an advocate for the Client, and that the appraiser will be reporting his honest opinion of value. The appraiser will not be influenced by nor consider any preconceived notions of value.

Compensation

Includes ALL work specifically required for the completion of the above cited Appraisal Report.

Total Lump Sum Appraisal Fee shall be – \$3,700

payable as:

Due Upon Completion and Submission of Final Report.

Steven W. Bartelt, MAI, SRA, AI-GRS
Professional Services Engagement Agreement

Completion Time

The appraiser will do his best to provide all professional services in reasonable time periods. There are many variables, which affect completion time. Many are beyond the appraiser's control. Dates specified are therefore approximations.

Work will proceed after the receipt of the signed contract.

Anticipated Projected Completion Date – 30 to 45+ days after the Contract is Received. Depending on the status of the covi19 mandates.

To the extent that delays are encountered, the estimated Anticipated Projected Completion Date shall be adjusted accordingly. The estimated Anticipated Projected Completion Date shall not constitute Appraiser's guarantee that the assignment will be completed within such time.

Respectfully,



Steven W. Bartelt, MAI, SRA, AI-GRS
NJ SCGRE #42RG00011400

Accepted By:

Signature

Print Name

Title

Date

ADDENDUM A – Conditions of Engagement

- 1) Report format will be driven by the property type in question. The Appraiser warrants that the report format will be acceptable for use business management decisions.
- 2) The Appraiser is a NJ Certified General Appraiser, licensed by the State of NJ, license # 42RG00011400.
- 3) **USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS** - Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed to by the parties. Notwithstanding, Appraiser shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.
- 4) The Client should anticipate receipt of the completed appraisals as they are completed.
- 5) Fees for testimony and like services are not provided in connection with the appraisal report and are not included in the above engagement.
- 6) Update appraisal fees are 70% of the original fee. Provided it occurs within one year of the original date of completion.
- 7) **The Appraisal Report shall be subject to the Appraiser's Limiting Conditions and Assumptions. All appraisals have these statements.** These are typically tailored to each property. A sample set of these conditions can be supplied to the Client prior to the commencement of work if desired. However, assignment circumstances may require the addition or elimination of certain conditions. All conditions are clearly set forth in the appraisal. Client agrees that Client will review the Appraisal Conditions upon receipt of the report and that Client's use of the appraisal will constitute acceptance of the Appraisal Conditions. The Appraisal Conditions shall be considered as being incorporated into and forming part of this Agreement with respect to the appraisal in which they are contained and to the services relating to that appraisal.
- 8) **Maximum Time Frame for Legal Actions.** Unless the time frame is shorter under applicable law, any legal action or claim relating to the appraisal or Appraiser's services shall be filed in court (or in the applicable arbitration tribunal, if the parties to the dispute have executed an arbitration agreement) within two (2) years from the date of delivery to Client of the appraisal report to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two (2) years from the date of the alleged acts or conduct. The time frame stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action or damages. The time frame stated in this section shall apply to all noncriminal claims or causes of action of any type.
- 9) **No Assignment of Claims.** Legal claims or causes of action relating to the appraisal are not transferable or assignable to a third party, except: (i) as the result of a merger, consolidation, sale or purchase of a legal entity, or (ii) with regard to the collection of a bona fide existing debt for services but then only to the extent of the total compensation for the appraisal plus reasonable interest.
- 10) Definitions for appraisal terminology may be found in the current version of the USPAP or the Dictionary of Real Estate published by the Appraisal Institute, Chicago.
- 11) Market value as defined by the appraisal requirements pursuant to market value as defined in The Dictionary of Real Estate Appraisal.
- 12) **ADDITIONAL PROPERTY TO BE VALUED** is none. Items such as furniture, fixtures and equipment, machinery and equipment, trade fixtures, business enterprise value, housing subsidy, bond financing, favorable seller financing, defeasance impact, tax abatement, low-income housing tax credits, or other such items are not considered in my valuation.
- 13) **HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS** or other assignment conditions will be communicated to the Client as soon as they are discovered. At this time no such conditions or assumptions are anticipated. Either party may cancel the agreement if an adequate resolution cannot be reached shall such condition or assumption become necessary.
- 14) The Appraiser is NOT responsible for detecting or documenting environmental contamination or potential environmental contamination. Any discussion of environmental circumstances contained in the report are based on third party interpretations of environmental data.
- 15) **APPLICABLE REQUIREMENTS OTHER THAN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE**

Steven W. Bartelt, MAI
Professional Services Engagement Agreement

Addendum Pages

(USPAP) include the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

- 16) **CONFIDENTIALITY** - Appraiser shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement to, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the Ethics Rule of the Uniform Standards of Professional Appraisal Practice (USPAP).
- 17) **SERVICES NOT PROVIDED** - The fees set forth in this Agreement apply to the appraisal services rendered by Appraiser as set forth in this Agreement. Unless otherwise specified herein, Appraiser's services for which the fees in this Agreement apply shall not include meetings with persons other than Client or Client's agents or professional advisors.
- 18) Client must provide access to the subject improvements and data requested by the Appraiser, if possible and if available.
- 19) Opinions and testimony are based on independent, professional judgment and are in no way predetermined.

Clients Initials _____

Appraisers Initials _____

A handwritten signature in dark ink, appearing to be 'SWB', is written over the line for the appraiser's initials.

Addendum B
Property Ownerships
Parcels to Be Appraised

Block:	412	Prop Loc:	202 N DELSEA DR	Owner:	GLASSBORO BOARD OF EDUCATION
Lot:	26	District:	0806 GLASSBORO	Street:	560 JOSEPH BOWE BLVD
Qual:		Class:	15A	City State:	GLASSBORO, NJ 08028
Zone:	P	Map	2.24	Acreage:	9.52
		Page:			


Clients Initials _____

Appraisers Initials _____



Addendum C
Business Certificates

CONTRACTOR BUSINESS REGISTRATION PROGRAM

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: BARTELT, STEVEN W	TRADE NAME: STEVEN W BARTELT MAI SRA	
TAXPAYER IDENTIFICATION# 138-524-210/001	CONTRACTOR CERTIFICATION# 0104597	
ADDRESS 284 PITMAN-DOWNER RD SEWELL NJ 08080	ISSUANCE DATE: 10/18/01	
EFFECTIVE DATE: 06/30/84		
FORM-BRC(08-01)	Director, Division of Revenue	
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

Certification 17545



CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-OCT-2015** to **15-OCT-2022**

STEVEN W. BARTELT, MAI
PO BOX 8169
TURNERSVILLE

NJ 08012



Robert A. Romano,
Acting State Treasurer

Addendum D
REQUESTED DOCUMENTATION

ALL documents are treated as confidential papers and cannot be released to anyone except the client.. The items are presented in no particular order. Please do not assign any level of importance with the order of presentation.

Please supply that information which is available. I understand that not all of the information requested will be available to you. Please supply what you can. ALTHOUGH copies are appreciated, originals will be returned (please indicate which are originals).

- 1) SURVEY OF SUBJECT PARCEL
- 2) DEED TO SUBJECT PARCEL, DEEDS TO ANY EASEMENTS – this would include any document that would encumber the fee simple real property rights of the subject parcels
- 3) ANY SUBDIVISION APPROVALS/IMPROVEMENTS – include subdivision plan & specifications - even if expired/pending or planned but not yet approved.
- 4) BUILDING PLANS AND SPECIFICATIONS
- 5) ALL LEASES - LAND/BUILDING OR OTHER include expired leases within one year
- 6) DISCLOSE ANY OPTIONS TO PURCHASE, CURRENT LISTING AGREEMENT, OUTSTANDING CONTRACTS FOR SALE, OR OTHER LEASE OFFERS – please provide copies of the documents
- 7) DISCLOSE ANY INFORMATION ON EASEMENTS, DEED RESTRICTIONS, RIGHTS OF WAY ENCROACHMENTS - existing or pending* - this would include any areas that are in any type of land preservation program, permanent or otherwise
- 8) TITLE INSURANCE POLICY/REPOPT – Especially Schedule C which provides a legal description of the parcel(s)
- 9) TOPOGRAPHIC MAPS OR REPORTS, SOIL TEST RESULTS, WETLANDS DELINEATIONS - important for vacant land
- 10) ANY PHYSICAL DESCRIPTION OR DATA - this would include construction plans, building layouts, site plans, blueprints, and the like...please include any information on Zoning Variances granted for subdivision purposes
- 11) FLOOD HAZARD INFORMATION and METHOD/FACILITIES FOR STORM WATER CONTROL.....Detention Basin, Municipal Drains etc..
- 12) UTILITIES TO SITE - CAPACITY
 - Electric - Total Amps and Phase
 - Natural Gas, Water, Sewer, Cable
- 13) HANDICAPPED FACILITIES or PLANNED COMPLIANCE WITH ADA
- 14) DISCLOSE ANY INFORMATION REGARDING UNDERGROUND STORAGE TANKS (UST'S) OR LEAKING UNDERGROUND STORAGE TANKS (LUST'S)
- 15) ANY ENVIRONMENTAL AUDITS &/OR PHASE I, II, AND/OR III STUDIES

Phase I, II or III Studies, Soil Borings, Soil Types or Plans, Wetlands Studies/Delineations
Or Studies on other environmentally sensitive areas

16) ANY OTHER REAL ESTATE APPRAISAL

17) ZONING ORDINANCES/ENTERPRISE ZONE or OTHER SPECIAL LEGAL OVERLAYS, ETC...
Economic Development Zone, Empowerment Zone, Sales Tax, Environmental Overlays etc...

Professional Qualifications/Curriculum Vitae

Since 1982 Mr. Bartelt has been involved in the full time practice of real estate appraisal. He has a bachelors degree, masters degree and has earned four separate appraisal designations, passed two different NJ State exams plus the comprehensive examination given by the Appraisal Institute.

The highest possible appraisal designation was earned in 1993, the MAI, from the Appraisal Institute. The MAI is awarded to individuals after passing the required classroom education, 5000 hours of peer reviewed work product, and passing the one day, 8 hour comprehensive examination. Prior to that he received the SRA designation (1988) from the then, Society of Real Estate Appraisers, (SREA) and passed the CTA (Certified Tax Assessor) examination, given by the State of New Jersey. In 1990, Mr. Bartelt earned the SRPA designation from the then Society of Real Estate Appraisers (SREA). The IFA designation was earned in 1985.

Mr. Bartelt is currently a MAI, SRA member of the Southern New Jersey Chapter of the Appraisal Institute. In the Southern New Jersey Chapter he has held every elected office, including President, 1994, and was a member of the Board of Directors from 1989 – 2001. He is currently serving a three year term on the Board, 2005-2007.

Born in Camden, NJ and raised in Haddon Township, Mr. Bartelt attended Haddon Township High School; class of 1974. Mr. Bartelt was an undergraduate at Washington and Jefferson College, Washington, Pennsylvania, class of 1978, graduating with a Bachelors degree in Biological Sciences. He did graduate work at Glassboro State College (now Rowan University) environmental studies program, earning a Masters degree in 1986. As a graduate student Mr. Bartelt also did classroom work at the University of Delaware, College of Marine Studies, Lewes, and Rutgers University, Camden.

During his professional career Mr. Bartelt has had occasion to appraise or consult on a wide variety of assignments, as well as, instruct students in appraisal theory and application. Assignments have included the straightforward fee simple, as well as, increasingly complex property conditions, i.e., environmental conditions, feasibility analysis, abandoned subdivisions, contaminated property, deed restrictions, easement purchase, partial interest, leasehold and leased fee valuations; from intensely urban to rural farmland.

Property types dealt with include, complex commercial and industrial properties; agricultural and residential property. Our practice is limited to the Southern New Jersey region.

Reports prepared by Mr. Bartelt have been used in eminent domain (State, County and Municipal), IRS proceedings, easement, foreclosure, purchase, tax appeals, RTC auction, bankruptcy proceedings, estates, counseling, financing, wetlands, civil litigation, Pinelands mitigation, corporate relocation and municipal reassessment. He is licensed by the State of NJ as a General Certified Real Estate Appraiser, license #42RG00011400.

Appraisals have been performed for private individuals, attorneys, courts, land trusts, state, municipal and county governing bodies, state and federal agencies, national corporations and lending institutions. He has testified as an expert witness in Federal Bankruptcy Court, NJ Tax Court, Superior Court, County Tax Boards, County Commissioners Hearings and at Municipal Zoning/Planning Boards.

Mr. Bartelt maintains a general real estate practice and is knowledgeable in a wide range of valuation procedures. He furthers his appraisal background through both practical experience and classroom activities. As a requirement of licensure, he attends at least 20 hours of classroom instruction every two years.