



January 10, 2013

City of West Allis
Purchasing Department
Gene Baietto, Manager, Purchasing/Central Services
7525 W. Greenfield Avenue
West Allis, WI 53214

RE: Professional Real Estate Services
City of West Allis
RFP #1175

Dear Mr. Baietto,

Thank you for considering TerraVenture Advisors' qualifications for providing real estate services to City. TerraVenture Advisors would appreciate having the opportunity to assist the City of West Allis in moving forward with these services.

Please find enclosed our response to your RFP. If you have any questions or need additional information, please contact me at 4641 W. Forest Home Avenue, Milwaukee, WI 53219 or phone at (414) 327-2607 and email at scott@tva-llc.com.

Sincerely,

TerraVenture Advisors, LLC

Scott Dellenbach
Vice President/Real Estate Specialist

STATEMENT OF INTEREST

Thank you for considering TerraVenture Advisors, LLC in choosing a firm to provide real estate services for work related to real estate acquisition and relocation services of various sites located within the City. TerraVenture Advisors would like the opportunity to assist the City of West Allis in moving forward with these services.

The following pages discuss our company and staff qualifications of the real estate services we provide along with representative project experience, references and staff resumes. We are very interested in working with the City of West Allis on this project. We have the area familiarity, experience, and available, local staff to successfully complete the services needed. We are a women-owned firm and are certified as a WisDOT/UCP Disadvantaged Business Enterprise.



FIRM QUALIFICATIONS

TerraVenture Advisors, LLC is a right of way/real estate service provider that was formed in the fall of 2008 by Beth Smith (LPA negotiator/relocation specialist), Scott Dellenbach (LPA negotiator), Laura Sadler (LPA negotiator/relocation specialist) and Teri Weil (LPA negotiator). Together we bring over 40 years of right of way experience. TerraVenture Advisors is a certified Wisconsin Department of Transportation Disadvantaged Business Enterprise.

TerraVenture's staff is experienced in providing eminent domain services for infrastructure projects – from real estate aspects of the EIS process to initial project scoping to certifying the right of way. Meeting project deadlines is very important for right of way projects. To that end, our staff can provide advice, guidance, and/or liaison services to clients and property owners on acquisition and relocation issues, and assist with conflict resolution. With staff in Arlington and Milwaukee, we are able to help clients across the state with their right of way needs.

TerraVenture's staff provides right of way services in accordance with Wisconsin Statutes Chapter 32, Department of Administration Code Chapter 92 (Relocation), the WisDOT Real Estate and Relocation Manuals and the Uniform Act, as applicable. Prior to the formation of TerraVenture, our staff members consistently completed Wisconsin Department of Transportation and Local Public Agency right of way projects within timeframes and budgets, while maintaining good availability for client and property owner support and assistance. Additionally, our staff members have worked for and established relationships with many state and local public agencies and with WisDOT staff.

Services

TerraVenture Advisors' real estate services include:

- Acquisition
- Relocation assistance
- Local public agency coordination
- Property management
- Utility interest acquisition
- Utility coordination
- Project management

TerraVenture also has the staff and resources available to provide public information programs, contract administration and litigation assistance.

In addition to the above services, TerraVenture has established working relationships with many qualified WisDOT-approved appraisers. If a project calls for appraisal services, one will be chosen based on the appraiser's qualifications and their ability to meet the project schedule.

RELEVANT EXPERIENCE

SPECIFIC PROJECT EXPERIENCE

TerraVenture Advisors has held a Master Contract with the Wisconsin Department of Transportation since its inception in 2009. This contract allows the WisDOT to select firms that have the necessary experience and availability to complete a project on time. The first three projects listed are examples of some of the projects we have done under this master contract.

STH 26, Jefferson and Dodge Counties, WisDOT – SW Region

STH 26 is being improved from Fort Atkinson to Watertown, with bypasses around Jefferson and Watertown. Over the past several years we have been responsible for approximately 140 parcels involving major strip acquisitions, total buyouts with relocation and some sign relocations. Scott Dellenbach, Laura Sadler and Teri Weil all have worked on the project to meet the deadlines of each segment. Appraisal services were provided by outside consultants either hired by the DOT or TerraVenture Advisors.

STH 175, Washington County, WisDOT – SE Region

STH 175 in the Village of Richfield will be reconstructed to add wider shoulders, concrete curb and gutter, bike path and a roundabout at the intersection of STH 175/STH 167. TerraVenture Advisors is currently providing real estate services for acquisition and we contracted with two independent appraisers for the appraisal services. Scott Dellenbach assisted one of the appraisers with ten appraisals. Mr. Dellenbach is also responsible 71 acquisitions and Ms. Weil assisted with ten acquisitions.

STH 23, Sheboygan and Fond du Lac Counties, WisDOT – NE Region

STH 23 from STH 57 to USH 151 is being converted to a four lane divided highway with access controls. Over the past several years we have been responsible for major strip acquisitions, total buyouts with relocation, appraisal services as well as property management services. TerraVenture has and is responsible for about 80 parcels. This is an ongoing highly political and controversial project. Scott Dellenbach has provided appraisal and acquisition services, Laura Sadler has provided relocation and acquisition services and Teri Weil has provided property management services.

Nicholson/Pennsylvania Avenue, Cities of South Milwaukee and Oak Creek

Nicholson/Pennsylvania Avenue was reconstructed from a two lane road to a four lane road with curb/gutter and sidewalks. Twenty-six parcels were acquired on a tight timeframe by Scott Dellenbach and Laura Sadler. Appraisal services were contracted out to an independent appraiser.

Water Street, City of Platteville

Construction began in 2012. Project involved acquisition from 102 parcels (11 appraisals and 91 nominals). One appraisal was a relocation and 27 of the nominals turned into appraisals. This project was on a very tight timeframe and needed to be acquired within 6 months. The project was 1.64 miles long within the City of Platteville beginning downtown Platteville (Pine Street) and extending north to Malone Drive. Improvements consisted of realigning some intersections, adding a roundabout, and improving the roadway surface, sidewalks, drainage, and curb and gutter. Properties were a mix of residential and commercial. Teri Weil provided the acquisition services of all parcels and the appraisals were contracted out to an independent appraiser.



STATE AND FEDERAL REGULATORY AGENCY EXPERIENCE

TerraVenture Advisors has experience working with both state and federal regulatory agencies.

Within WisDOT, we have worked with the following agencies:

- Bureau of Technical Services – Bureau of Highway Real Estate (BHRE): This is the agency within WisDOT that provides technical guidance on highway right of way acquisitions. We have developed working relationships with BHRE staff in the following service areas:
 - Local Public Agency project oversight
 - Relocation
 - Acquisition
 - Appraisal
 - Property Management
 - Litigation
- Bureau of Technical Services – Bureau of Rails and Harbors: When property interests need to be acquired from railroad companies, it can become a complex and time-consuming process. We coordinate our efforts with the Bureau of Rails and Harbors to keep projects moving forward.
- Bureau of Technical Services – Bureau of Aeronautics: This agency handles the oversight of all aspects of Airport Improvement Projects, including when new right of way is required. Acquisition of new right of way required for airport projects requires close coordination with this agency.

In the Department of Administration, we work with staff from the State Energy Office, which oversees the state Relocation Assistance program and approves Relocation Assistance Plans for local agency projects (previously handled by the Department of Commerce.)

Other state agencies that we've worked with in the past include the Department of Natural Resources, the Department of Agriculture, Trade and Consumer Protection, and the Wisconsin Housing and Economic Development Authority.

On the federal side, we've worked with staff from the Federal Highway Association, which is the lead agency for the implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act).



REFERENCES

James Kuehn, WisDOT SW Region Real Estate Supervisor
2101 Wright Street
Madison, WI 53704
(608) 246-3820
James.Kuehn@dot.wi.gov

Craig Andersen, WisDOT SE Region Real Estate Supervisor
141 NW Barstow Street
Waukesha, WI 53188
(262) 521-5341
Craig.Andersen@dot.wi.gov

Kyle Vandercar, City of South Milwaukee, City Engineer
2424 15th Avenue
South Milwaukee, WI 53172
(414) 762-2222, Extension 136
vandercar@ci.south-milwaukee.wi.us

Additional references are available upon request.

PROJECT TEAM

TERRAVENTURE STAFF

Scott Dellenbach: Mr. Dellenbach, a WisDOT approved LPA negotiator, will be responsible for the day to day management of the projects related to this contract. He will be responsible for the acquisition of the necessary land interests and will be the client liaison. In addition to acquisition services, Mr. Dellenbach will also provide necessary support to the appraisers and relocation agents as needed.

Laura Sadler: Ms. Sadler, a WisDOT approved LPA negotiator and relocation agent, will provide any necessary relocation and property management services and additional acquisition services if necessary.

Beth Smith: Ms. Smith, a WisDOT approved LPA negotiator and relocation agent, will provide contract support and additional acquisition/relocation services if needed.

Teri Weil: Ms. Weil, a WisDOT approved LPA negotiator, would also be available to provide acquisition services and property management services if the need is present.

SUBCONSULTANTS

The only services we propose to have subconsultants provide for this contract is appraisal and appraisal review services. We have working relationships with many qualified appraisers that are on the State of Wisconsin LPA approved list. Two appraisal firms we have partnered with in the past are AJ Appraisals from Johnson Creek and Precision Appraisals from Menomonee Falls. If available, we plan to utilize their services for this contract. If they are unavailable, we will select another qualified firm to provide appraisal or appraisal review services.

When the need for appraisals arises we will work closely with our subconsultant to ensure the project gets delivered on time. Scott Dellenbach is in the process of completing the licensing requirements to become a Certified General Appraiser and would be able to assist the appraiser if necessary.

The percent of our contract that will be subconsulted to appraisal firms will depend in large part on how much appraisal work is required. We would endeavor to keep a minimum of 70% of the contract in-house.

TerraVenture Advisors is a women-owned business enterprise and whenever possible will work with other disadvantaged businesses for services that we may not be able to provide ourselves.



RESUMES

Scott Dellenbach, Vice President/Real Estate Specialist

Mr. Dellenbach has previously worked for Ayres Associates from January 2003 to December 2008. Before that he had three years of experience with the Wisconsin Department of Transportation. His responsibilities include negotiating for purchase of parcels for project right-of-way, performing nominal appraisals, reviewing title work, preparing documents and project management.

Registrations: Licensed Real Estate Broker, 2005

Education: Bachelor of Science, Business Administration, Real Estate and Urban Development, University of Wisconsin-Milwaukee, 1999

Credentials: Local Public Agency Fee Negotiator, Wisconsin Department of Transportation

Work experience: 800+ acquisitions completed
 150 appraisals co-written

Laura Sadler, Vice President/Real Estate Specialist

Ms. Sadler previously worked for Ayres Associates from 2004 to December 2008. Her responsibilities as a real estate specialist include relocation assistance, negotiating for purchase of parcels for project right-of-way, reviewing title work, and preparing documents.

Education: Bachelor of Science, Business Administration, University of Wisconsin-Stout, 1994

Credentials: Local Public Agency Fee Negotiator, Wisconsin Department of Transportation, Local Public Agency Relocation Consultant, Wisconsin Department of Transportation

Work experience: 250+ acquisitions completed
 17 relocation plans written/approved
 57 residential relocations completed
 8 business relocations completed

Teri Weil, Vice President/ Real Estate Specialist

Teri Weil started her real estate career at Ayres Associates in 2000. Her responsibilities as a real estate specialist include reviewing title work, preparing sales studies and nominal value estimates, negotiating for purchase of parcels for project right of way, and preparing documents.

Education: Associate Degree, Administrative Assistant/Information Processing, Madison Area Technical College, 1989

Credentials: Local Public Agency Fee Negotiator, Wisconsin Department of Transportation

Work experience: 1,050+ acquisitions completed
 50+ utility documents reviewed/interests acquired
 25 parcels – property management (disposition – demo or structures moved)



Beth Smith, SR/WA, President/ Real Estate Specialist

Ms. Smith worked at Ayres Associates for eight years prior to forming TerraVenture Advisors. Before that she had approximately one year of experience working as a real estate specialist for the Wisconsin Department of Transportation. Her responsibilities include project management, contract management, negotiation and relocation services.

Education: Bachelor of Business Administration, Real Estate and Urban Economics,
University of Wisconsin-Madison, 1998

Credentials: Local Public Agency Fee Negotiator, Wisconsin Department of Transportation,
Local Public Agency Relocation Consultant, Wisconsin Department of Transportation

Work experience:

- 325+ acquisitions
- 24 relocation plans written/approved
- 65 residential relocations completed
- 38 business relocations completed
- 2 farm relocation completed
- 5 utility interests acquired





TERRA-1

OP ID: SB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/10/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Zingen & Braun Ins. Agency P. O. Box 443 3235 N. 124th Street Brookfield, WI 53008-0443 David Dunker		262-781-4000	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
			INSURER(S) AFFORDING COVERAGE	NAIC #
			INSURER A : CNA Insurance Companies	
			INSURER B :	
			INSURER C :	
			INSURER D :	
			INSURER E :	
			INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			4012462752	12/01/12	12/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			B4012462752	12/01/12	12/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			4012462833	12/01/12	12/01/13	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	412462783	12/01/12	12/01/13	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

CITYWA0 CITY OF WEST ALLIS 7525 W GREENFIELD AVENUE WEST ALLIS, WI 53214	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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