



# **SINGLE SOURCE**

*Turnkey Services for Eminent Domain*

## **REQUEST FOR PROPOSAL**

**Professional Real Estate Services**  
City of West Allis

### **PREPARED FOR**

City of West Allis  
Purchasing/Central Services, Room G08  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

### **PREPARED BY**

**SINGLE SOURCE, INC.**

January 9, 2012

City of West Allis  
Purchasing/Central Services, Room G08  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

**RE: Request for Proposal for Professional Real Estate Services**

Thank you for the opportunity to submit a proposal to the City of West Allis (City) to provide professional real estate services for the next year.

1. Single Source, Inc. would like to provide all the real estate services required by the City including acquisition, appraisal, relocation, property management, and brokerage.

The Project Manager for the proposed project will be Marc McSorley. Contact information for Mr. McSorley is as follows; Single Source, Inc., 1250 South Sunny Slope Road, Brookfield, Wisconsin 53005. Mr. McSorley can be reached by telephone; 262-789-8300, extension 101, fax; 262-789-1302 or via email at [marc@single-source-inc.com](mailto:marc@single-source-inc.com). Marc McSorley has over 20 years of real state experience as a certified general appraiser and state certified negotiator. Single Source, Inc. has access to MLS, Loopnet, Sale Data Service, and CoStar.

Additional information regarding Single Source, Inc. can also be obtained via our web-site at [www.single-source-inc.com](http://www.single-source-inc.com).

2. Single Source, Inc. originated in 2003 and is a full service real estate firm specializing in turnkey services for eminent domain. Our team's depth and experience provides us the foresight to anticipate and address potential easements, right-of-way plat review, design, lease negotiation, lease creation, appraisal, appraisal review, acquisition, property management, and relocation problems. Single Source, Inc. is a multidiscipline firm with over 140 years of combined project experience. We have an in-depth understanding of the issues and a demonstrated track record of schedule adherence. Our structure is designed to efficiently manage and coordinate the efforts of our team. **Single Source, Inc. follows Chapter 32.05 or 32.06 in all of our projects.** We are based in Brookfield, Wisconsin and have a strong understanding and knowledge of the local and regional markets.

Our staff is comprised of eight key individuals, three of whom are WISDOT approved negotiators, three of whom are Wisconsin Certified General Appraisers, each with over twenty years of real estate experience, one is a Wisconsin Certified Residential Appraiser, and one is a Licensed Appraiser. Having six skilled appraisers on our staff allows us the flexibility, training, and knowledge to explain the acquisition process and analysis to the landowners to obtain the fairest and quickest results. In-addition, having multiple experienced appraisers and negotiators, provides us with the knowledge and resources to complete large scale projects within time, budget and to your satisfaction. Three of our key individuals are also real estate brokers. We also provide in-house relocation services and have an excellent administrative support staff. Our experienced staff and the size of our company allow us to retain the flexibility and sense of personal involvement, yet assure the professional skill in each discipline. We have several **experienced Project Managers**, whose past experience indicate that they understand how to deliver projects on-time and to your satisfaction. **We know how to handle details so our clients require minimal effort to achieve the results they expect.**

As noted, we are a full-service real estate right-of-way firm, offering easement review, right-of-way plat review, design, lease negotiation, lease creation, appraisal, appraisal review, acquisition, property management, and relocation expertise. **We offer the resources necessary to complete your project, with a single point of contact.** Our strengths are experience, dedication, and our multi-discipline cross-training.

We are looking forward to providing real estate services to the City. Please do not hesitate to call or email with any questions.

**3A. PARTIAL LIST OF PAST THREE YEARS OF EXPERIENCE**

**COUNTY TRUNK HIGHWAY L – WAUKESHA COUNTY**

Single Source, Inc. completed appraisals and acquisitions for approximately 55 residential and commercial parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project will be completed in February 2013.

**STATE TRUNK HIGHWAY 29 – STATE OF WISCONSIN**

Single Source, Inc. completed appraisals and acquisitions for approximately 40 residential, commercial and agricultural parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in March 2012.

**COUNTY TRUNK HIGHWAY K – KENOSHA COUNTY**

Single Source, Inc. completed appraisals and acquisitions for approximately 29 residential, commercial and agricultural parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in March 2012.

**COUNTY TRUNK HIGHWAY L – WAUKESHA COUNTY**

Single Source, Inc. completed appraisals and acquisitions for approximately 30 residential, commercial and agricultural parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in April 2012.

**STATE TRUNK HIGHWAY 83 – STATE OF WISCONSIN**

Single Source, Inc. completed appraisals for approximately 101 residential, commercial and agricultural parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in August 2012.

**DREXEL AVENUE – CITY OF OAK CREEK**

Single Source, Inc. completed appraisals and acquisitions for approximately 19 residential, commercial and agricultural parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in December 2011.

**GOOD HOPE ROAD – WAUKESHA COUNTY**

Single Source, Inc. completed acquisitions for 8 residential parcels. This project was completed in 2011.

**RYAN CREEK INTERCEPTOR – CITY OF FRANKLIN**

Single Source, Inc. completed appraisals and acquisitions for approximately 30 residential, commercial and agricultural parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in 2011.

**WEST NATIONAL AVENUE – CITY OF WEST ALLIS**

Single Source, Inc. completed appraisals and acquisitions for approximately 25 residential and commercial parcels. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in 2011.

**STATE TRUNK HIGHWAY 83 – STATE OF WISCONSIN**

Single Source, Inc. completed appraisals for approximately 80 residential, commercial and agricultural parcels with one full take appraisal. This project includes complex “before” and “after” appraisals, which includes severance damages and cost-to-cure items. This project was completed in early spring of 2010.

**8<sup>th</sup> / 9<sup>th</sup> STREET – CITY OF MONROE**

This project consists of partial acquisitions for 66 residential and commercial properties. A majority of the parcels were acquired via Nominal Waiver. Single Source, Inc. provided standard appraisals for the remaining parcels. This project was completed in December 2009.

**SOUTH 60<sup>TH</sup> STREET – CITY OF WEST ALLIS**

This project consists of partial acquisitions for 98 affected residential and commercial properties. A majority of the parcels were acquired via Nominal Waiver. Single Source Inc. provided standard appraisals for the remaining parcels. This project was completed in November 2009.

**DOWNTOWN REDEVELOPMENT - CITY OF CUDAHY**

Single Source, Inc. is providing relocation services for 10 properties, including one 8-unit apartment building and two taverns. These parcels are located in the City of Cudahy, Milwaukee County, Wisconsin. This project will be completed was completed in May of 2009

3B. From the origins of Single Source, Inc. we have had a working relationship with the Wisconsin Department of Transportation(WISDOT). We have two current master contracts with WISDOT; a master contract for real estate services like the one proposed by the City; and one appraisal master contract. We have worked for WISDOT all over the state of Wisconsin for all its districts.

#### 4. PARTIAL LIST OF REFERENCES

Dennis Matusin  
WisDOT SE Region MC - LPA Real Estate Coordinator  
DAAR Engineering, Inc.  
325 East Chicago Street, Suite 500  
Milwaukee, Wisconsin 53202  
Telephone: 414-935-4369  
[dennis.matusin@daarengineering.com](mailto:dennis.matusin@daarengineering.com)

E. Jay Viste  
Real Estate Project Manager  
Northeast Regional Office  
Wisconsin Department of Transportation  
Telephone: 920-492-7715  
[ejay.viste@dot.wi.gov](mailto:ejay.viste@dot.wi.gov)

John Bennett, P.E.  
City Engineer  
City of Franklin  
9229 West Loomis Road  
Franklin, Wisconsin 53132  
Telephone: 414-425-7510  
[jbennett@franklinwi.gov](mailto:jbennett@franklinwi.gov)

Kelly Finkenbinder  
City Engineer  
City of Monroe  
1110 18<sup>th</sup> Avenue  
Monroe, Wisconsin 53566  
Telephone: 608-329-2500  
[kfinkenbinder@cityofmontroe.org](mailto:kfinkenbinder@cityofmontroe.org)

Pat Hawley  
Project Manager  
R.A. Smith & Associates  
16745 West Bluemound Road – Suite 200  
Brookfield, Wisconsin 53005  
Telephone: 262-317-3204  
[pat.hawley@rasmith.com](mailto:pat.hawley@rasmith.com)

JP Walker  
City Engineer  
City of New Berlin  
3805 South Casper Drive  
New Berlin, Wisconsin 53152  
Telephone: 262-797-2450  
[jwalker@newberlin.org](mailto:jwalker@newberlin.org)

### 5. Project Team

The following organizational chart illustrates our project team. Mr. Del Dettmann, a sub-consultant, will be used for highly complicated relocation projects, approximately 25 percent of any relocation project. Single Source, Inc. does use a woman owned appraisal firm as a sub-consultant, the firm could provide appraisal assistance for project work.

