

## REQUEST FOR PROPOSALS

### Professional Appraisal and Review Appraisal Services

The **TOWN OF MICANOPY, FLORIDA**, anticipates the acquisition of a parcel of undeveloped property. The property will be utilized to construct a Community Center. The Town of Micanopy, Florida is requesting proposals for appraisal and review appraisal services in a project funded by the Town of Micanopy's, Community Development Block Grant (CDBG) Corona Virus (CDBG-CV) Grant (#22CV-S38), funded through the Florida Commerce Department. The project will require an appraisal of one parcel of undeveloped property. All work shall be in conformance with the requirements of the CDBG-CV grant. Proposers must meet all FloridaCommerce CDBG requirements. Additionally, the proposed acquisition, accompanying appraisal and review appraisal must adhere to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and ([42 U.S.C. 4201-4655](#)) and implementing regulations at [49 CFR part 24](#).

Information provided to the Town Commission shall include:

- a) The specialized experience and technical competence of the firm with respect to appraisal and related work;
- b) The past performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules;
- c) The firm's familiarity or ability to become familiar with the area in which the project is located;
- d) Cost of services under scope of work;
- e) References from previous clients of related work with the firm within the past five years.
- f) Certification and/or license of the Real Estate Appraiser, confirming they are active and in good standing with the Florida Department of Business and Professional Regulation

**Bids will be due by Monday, February 17, 2025 at 12 PM Noon EST. Bids shall be submit to the Town of Micanopy, ATTN: Sara Owen, Town Administrator, PO Box 137, Micanopy, Florida, 32667-0137; of delivered to 706 Northeast Cholakka Boulevard, Micanopy, FL 32667-4113.**

The Town of Micanopy is an Equal Opportunity Employer, a Handicapped Accessible and Fair Housing Jurisdiction and invites the submission of proposals from Minority and Women-owned firms.

*Emerson Appraisal Co. Inc.*

**SCOPE OF WORK TOWN OF MICANOPY CDBG-CV GRANT #22CV-S38 APPRAISAL AND  
REVIEW APPRAISAL**

A-1: The Town is requesting proposals, outlined in the Request for Proposals, for licensed Florida Real Estate Appraisers to conduct an appraisal of fair market value for acquisition of the entire land and improvements located on a portion of – Alachua County Property Appraiser's Parcel Number: #16672-000-000, further described as Lot 59, Stoughton Addition To The Town of Micanopy, According to the Map or Plat Thereof As Recorded in Play Book A, Page 31 of the Public Records of Alachua County, Florida.

The appraisal shall be submitted to the Town as it is completed, and the appraisal must be completed and submitted to the Town of Micanopy no later than 30 days following the execution of a contract between the Town and the firm awarded to conduct the appraisals. The Town will review the appraisal and will deliver the same to the firm awarded to conduct the review of the appraiser's methodology and approach of the completed appraisals. Following the completion of the review appraisal by a separate firm, the appraisal firm shall work with the review appraiser to reach mutually agreed upon appraised values for any appraisals they disagree on.

B-1: The Town is requesting proposals outlined in the Request for Proposals for licensed Florida Real Estate Appraisers to conduct a review and to provide a report of concurrence or non-concurrence of the appraisal (conducted by the separate firm) for the above referenced: Full appraisal of a portion of Alachua County Property Appraiser's Parcel Number#16672-000-000, further described as Lot 59, Stoughton Addition To The Town of Micanopy: The review appraisal shall be submitted to the Town as it is completed, and the review appraisal must be completed and submitted to the Town of Micanopy no later than 30 days following the review appraiser's receipt of said completed appraisal from the Town. Following the completion of the review appraisal, the review appraisal firm shall work with the initial appraiser to reach mutually agreed upon appraised value for any appraisal they disagree on.

2-12-2025

Emerson Appraisal Company, Inc.

William Emerson, MAI

APPRAISAL PROPOSED FEES

APPRAISALS OF ONE VACANT PARCEL OF PROPERTY

PARCEL	ADDRESS	APPRAISAL FOR ACQUISITION OF	APPRAISAL FEE
A part of Alachua County Property Appraiser's Parcel #16672-000-000 known as Lot 59, Stoughton Addition To The Town of Micanopy		Full Property (Land and Improvements)	\$ 2,400. <sup>00</sup>
TOTAL FEE ALL APPRAISALS			\$ 2,400. <sup>00</sup>

REVIEW APPRAISAL PROPOSED FEES

REVIEW APPRAISALS FOR ONE VACANT PARCEL OF PROPERTY

PARCEL	ADDRESS	REVIEW APPRAISAL FOR ACQUISITION OF	APPRAISAL FEE
A part of Alachua County Property Appraiser's Parcel #16672-000-000 known as Lot 59, Stoughton Addition To The Town of Micanopy		Full Property (Land and Improvements)	\$ N/A No Bid
TOTAL FEE ALL REVIEW APPRAISALS			\$



### Company Description

Emerson Appraisal Company, Inc.  
110 NW 2<sup>nd</sup> Avenue Gainesville, FL 32601  
352-372-5645  
[www.emersonappraisal.com](http://www.emersonappraisal.com)  
[mail@emersonappraisal.com](mailto:mail@emersonappraisal.com)

Emerson Appraisal Company is a full service commercial real estate appraisal firm providing real estate appraisal and consulting services to Alachua County and the North Florida region. Our primary area of coverage is Gainesville/Alachua County and surrounding counties, including Levy, Gilchrist, Columbia, Clay, Union, Putnam and Marion Counties, depending upon current workload and individual property types. The firm does not appraise single family residential properties and specializes in commercial real estate, large agricultural holdings, special use valuation assignments and a wide range of litigation valuation assignments.

The firm was initially started in 1961 and this is a family firm with three senior commercial appraisers including Don Emerson, Jr., MAI, SRA, Charles Emerson and William Emerson, MAI.

Don Emerson, Jr., MAI, SRA is the chief appraiser and president of Emerson Appraisal Company. His practice focuses on retail, office and residential subdivision/development properties in the suburban area to agricultural and special use valuation assignments. Don is a Certified USPAP Instructor by the Appraisal Foundation and regularly teaches courses for the Appraisal Institute throughout the United States and internationally. In addition, Mr. Emerson is an adjunct professor at the University of Florida and teaches the appraisal segment for the MSRE Graduate Student Program.

William Emerson, MAI is a senior commercial appraiser with the firm and specializes in apartment properties, office properties, Retail properties and other special use group housing and recreational properties. Bill has a wide range of experience in all types of suburban commercial properties which includes a mix of special use properties such as churches, sororities, fraternities and other similar properties.

Charles Emerson is a senior commercial appraiser specializing in industrial properties, agricultural properties, timberland properties, Wetland Valuation, typical suburban commercial properties and various special use properties including churches and specialized industrial facilities.

For prospective clients, Emerson Appraisal Company brings a broad range of competent and knowledgeable appraisal experience for the full scope of commercial appraisal activities including a wide range of experience in valuation assignments.

**QUALIFICATIONS OF THE APPRAISER**  
**William Emerson, MAI**

**Employment:**

Secretary/Treasurer of Emerson Appraisal Company. Actively engaged in the real estate appraisal profession since 1983, with appraisal experience in many types of valuation and evaluation assignments. Emerson Appraisal Company was established in 1961 and provides appraisal services to the Gainesville, Alachua County and the North Central Florida geographical region.

**Contact Information:**

Emerson Appraisal Company, Inc.  
110 Northwest 2<sup>nd</sup> Avenue  
Gainesville, FL 32601

Phone: (352) 372-5645 Fax: (352) 377-4665  
Email: [bill@emersonappraisal.com](mailto:bill@emersonappraisal.com)  
Website: [www.emersonappraisal.com](http://www.emersonappraisal.com)

**Appraisal License:**

State of Florida  
State Certified General Real Estate Appraiser RZ248

**Educational Background:**

B.S.B.A. University of Florida, 1983  
Major-Computer and Informational Science  
Minor-Economics

**Professional Seminars:**

A.I.R.E.A. R41B Seminar, 1985  
S.R.E.A. R41C Seminar, 1987  
A.I. Powerline Easement & EMF's, 1995  
A.I. Data Confirmation and Verification Methods, 1996  
A.I. Small Hotel/Motel Valuation, 1998  
A.I. Standards of Professional Appraisal Practice, 1998  
A.I. Case Studies in Commercial Highest & Best Use, 1999  
A.I. Appraisal of Nonconforming Uses, 1999  
A.I. Standards of Professional Appraisal Practice, 2002  
A.I. Real Estate Disclosure, 2002  
A.I. New Technology for RE Appraisers, 2004  
A.I. USPAP Update, 2004  
A.I. USPAP Update, 2006  
A.I. Appraising from Blueprints and Specifications, 2006  
A.I. Analyzing Operating Expenses, 2006  
A.I. New Technology for Real Estate Appraisers, 2007  
A.I. USPAP Update, 2008  
A.I. Supervisory/Trainee Roles and Relationships, 2008  
A.I. Office Building Valuation, 2008  
A.I. Feasibility, Market Value, Investment Timing: Option Value, 2008  
A.I. Appraising Distressed Commercial Real Estate, 2009  
A.I. Valuing Commercial Green Buildings, 2009  
A.I. USPAP Update, 2010  
A.I. USPAP Update, 2012  
A.I. USPAP Update, 2014  
A.I. New Technology for Real Estate Appraisers, 2018  
A.I. USPAP Update 2022  
A.I. The Paperless Real Estate Appraisal Office, 2022  
A.I. Insurance Appraisal Laws and Rules, 2022  
A.I. USPAP Update, 2024  
A.I. Excel Applications for Valuation, 2024

**QUALIFICATIONS OF THE APPRAISER**  
**William Emerson, MAI**

**Professional Education:**

A.I.R.E.A. Course/Exam #8-2, Residential Valuation (October 1984)  
A.I.R.E.A. Course/Exam 1B-A, Capitalization Theory & Techniques, Part A (July 1985)  
A.I.R.E.A. Course/Exam 1B-B, Capitalization Theory & Techniques, Part B (July 1985)  
A.I.R.E.A. Course/Exam #8-1, Real Estate Appraisal Principles (October 1985)  
A.I.R.E.A. Course/Exam 2-1, Case Studies in Real Estate Valuation (October 1986)  
A.I.R.E.A. Exam 1A-2, Basic Valuation Procedures (February 1987)  
A.I.R.E.A. Course/Exam 2-2, Report Writing and Valuation Analysis (July 1989)  
A.I.R.E.A. Course/Exam 10, Market Analysis in Valuation Appraisals (June, 1991)  
A.I. Course/Exam, Standards of Professional Appraisal Practice (Part A) (July 1992)  
A.I. Course/Exam, Code of Professional Ethics (Part B) (July 1992)  
A.I. Course/Exam, Standards of Professional Appraisal Practice (Part A) (November 1994)  
A.I. Course/Exam, Code of Professional Ethics (Part B) (November 1994)  
A.I. Course/Exam, Standards of Professional Appraisal Practice (Part A) (November 1996)  
A.I. Course, Advanced Sales Comparison and Cost Approaches (November 2004)  
A.I. Course, Business Practices and Ethics (2009)  
A.I. Course, Residential Design and Functional Utility (2010)  
A.I. Course, Business Practices and Ethics (2014)  
A.I. Course, Site Valuation and Cost Approach (2014)  
A.I. Course, Appraising Automobile Dealerships (2018)  
A.I. Course, Subdivision Valuation (2018)  
A.I. Course, Fundamentals of Apartment Appraising (2020)  
A.I. Course, Business Practices and Ethics (2024)  
A.I. Course, Fundamentals of Appraising Affordable Housing (2024)

**Professional Organizations:**

Licensed Real Estate Broker, State of Florida  
Gainesville Board of Realtors  
Florida Association of Realtors  
National Association of Realtors  
Appraisal Institute - MAI Member No. 10,546 (1994)  
Appraisal Institute - Ocala/Gainesville Chapter, Vice Chairman (1995)  
Appraisal Institute - Ocala/Gainesville Chapter, Chairman (1996)  
Appraisal Institute - East Florida Chapter, Board of Directors (2007-2009)  
Appraisal Institute - Region X (Florida) Regional Representative (2008-2009)

**Expert witness:**

Qualified as Expert Witness: Eighth Judicial Circuit, Gainesville, Florida, 1992

**Community Activities:**

Alachua County - Mandatory Refuse Collection Task Force, Vice Chairman (1987)  
Alachua County - Illegal Dumping Task Force, Chairman (1988)  
Gainesville Area Chamber of Commerce - Leadership Gainesville XVI Program (1989)  
Delta Tau Delta Fraternity - House Corporation Secretary (1995 to 2003)  
Delta Tau Delta Fraternity - House Corporation Treasurer (2004 to Present)



**QUALIFICATIONS OF THE APPRAISER**  
**William Emerson, MAI**

**Brief Property Types Appraised List (properties appraised last 5+ years):**

Automotive Service-Sales	Multiple Family Acreage
Agricultural, Timberland Pasture, Farmland	Pasture, Farmland
Bank Buildings	Residential
Commercial Land	Restaurants, Fast Food
Condominium	Restaurants, Table Service
Dental Office	Retail Small Stores
Gasoline-Convenience Sales	Shopping Center
Hotel/Motel	Small Multiple Family
Industrial	Subdivision Appraisals
Large Multiple Family	Suburban Office
Medical Office	Vacant Industrial
Mobile Home Parks	Wetlands
Multi-Story Office	

**Special use properties appraised include the following:**

Animal Hospital	Emergency Medical	Membership Lodge
Bowling Alley	Farm Supply	Mini Storage
Car Wash	Fast Oil Change	Private School
Churches	First Magnitude Springs	River Acreage
Cold Storage Warehouse	Fraternalities/Sororities	Sports Club
Dairies	Funeral Homes	
Daycare Center	Golf Driving Range	

Rev. 12/24





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**FLORIDA REAL ESTATE APPRAISAL BD**

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

**EMERSON, WILLIAM J**

110 NW 2ND AVE  
GAINESVILLE FL 32601

**LICENSE NUMBER: RZ248**

**EXPIRATION DATE: NOVEMBER 30, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 12/05/2024

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