

# **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**

## **REQUEST FOR PROPOSAL FOR PROPERTY APPRAISAL SERVICES FOR INSURANCE PLACEMENT AND RISK MANAGEMENT PURPOSES Request for Proposal Number: 52-2015**

Respectfully Submitted by:

**AssetWorks LLC-Main**

**Contact**

Christopher Krier, Regional  
Director

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Phone: 800-876-0363 x1356



November 18, 2015

Mr. Todd Slatin  
Purchasing Director  
Lexington-Fayette Urban County Government  
200 East Main Street, Room 338, Government Center  
Lexington KY 40507

**RE: Request for Proposal for Property Appraisal Services for Insurance Placement and Risk Management Services, RFP #52-2015**

Dear Mr. Slatin:

AssetWorks LLC is pleased to respond to your Request for Proposal Request for Property Appraisal Services and System. AssetWorks LLC is proposing insurance support services to provide the Lexington-Fayette Urban County Government comprehensive property insurance appraisal services, the collection of supplemental property underwriting data, and property risk management software application. Our services will assist with developing an insurable value base for ***equitable distribution of premiums, reliable insurance to value*** for risk identification, ***assure accurate coverage*** for risk quantification, ***supplemental property exposure data*** for risk financing and ***provide proof-of-loss documentation*** in a format that is consistent with the ***modeling demands of the reinsurance market***. Our software solution will enable you to manage ***property changes, perpetuate value*** over time, and serve as a supplemental ***system of record*** for all property data.

AssetWorks LLC is confident in our ability to provide the expertise and experience to collect comprehensive property data, develop accurate insurable values and implement a software solution for the Lexington-Fayette Urban County Government property portfolio. We maintain offices nationwide including Atlanta GA, Southampton PA, Pittsburgh PA, and Austin TX, and have recently provided similar services to the States of Alabama, Georgia, Louisiana, Montana, South Carolina and Vermont.

Thank you for the opportunity to offer AssetWorks LLC's customized property appraisal services. We look forward to the possibility of a demonstration/presentation and ultimately to a maturing professional partnership with you and becoming an integral part of your risk management program. Please contact me at 800-876-0363 X 1356 if you have any questions or to schedule a meeting at your convenience.

Respectfully submitted,  
AssetWorks LLC

A handwritten signature in blue ink that reads "Christopher Krier".

Christopher Krier  
Regional Director

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## I. Executive Summary

AssetWorks LLC is confident in our ability to respond to the current and future property appraisal requirements of Lexington-Fayette Urban County Government by providing professional and accurate property data collection, valuation conclusions and supplemental data as needed for property underwriting and exposure analysis. AssetWorks LLC's services will assist with managing property exposure, achieve accurate insurance placement, provide equitable allocation of property premiums amongst members and act as a benchmark for proof-of-loss substantiation in the event of a catastrophe.

Our innovative solutions help pooling groups to manage their member's property data, provide customized reports for underwriting and enhance the benefits of participating in the Lexington-Fayette Urban County Government property program. Maintaining a strong presence nationally, AssetWorks LLC has the experience, capacity and local presence to provide efficient and timely professional consulting services. A professional partnership with AssetWorks LLC offers:

- ⚙ AssetWorks LLC maintains professional affiliations with national insurance associations including the State Risk and Insurance Management Association (STRIMA), Association of Governmental Risk Pools (AGRIP), Public Risk Management Association (PRIMA) and the Risk and Insurance Management Society (RIMS).
- ⚙ AssetWorks LLC is the technology pioneer in asset management and property appraisal solutions. AssetWorks LLC developed and owns a comprehensive web based property management system (**AMP-Risk Management**) providing our clients the ability to manage, report, perpetuate and maintaining valuation, property underwriting and exposure data.
- ⚙ Our project team consists of **full-time employees** professional valuation consultants who maintain affiliations with various professional associations including the American Society of Appraisers (ASA) and adhere to the Uniform Standards for Professional Appraisal Practice (USPAP). Our team specializes in providing property appraisal services to public entities assisting with the design and implementation of programs to enhance marketing the property insurance program, provide consistent and accurate data for the reinsurance market and supplemental property data for loss control purposes.
- ⚙ AssetWorks LLC is widely recognized as being the premier provider for State and public entity property management appraisal programs, generating over ninety percent of our annual revenue serving public entities, **including over 100 State pooling groups nationally and appraising over 150,000 different types of public entity buildings over the past two decades.**

AssetWorks LLC is a wholly owned subsidiary of Constellation Software, Inc. Constellation Software, Inc. is an international provider of market-leading software and services to a variety of industries, across both public and private sectors. The company was founded in 1995 and has a large, diverse customer base of 70,000 customers, operating in over 100 countries around the world. Constellation is an extremely healthy organization, with consolidated revenues exceeding US\$1.2 billion.

## **II. Key Personnel and Experience**

AssetWorks LLC has unparalleled experience providing professional and accurate data collection, valuation estimates, and supplemental data needed for property insurance underwriting and renewal purposes. Our professional staff is comprised of employees possessing backgrounds in architecture, engineering, construction estimating, real estate, and business management. We maintain offices in over twenty cities nationally including Elgin SC, Atlanta GA Southampton PA, Pittsburgh PA, and Austin TX, Members of our staff maintain affiliations with the American Society of Appraisers.

AssetWorks LLC has assembled a project team that specializes in providing services to risk pooling groups. We are experienced dealing with multi-member, large property portfolio pooling entities. A summary of our proposed management team is below with detailed professional qualifications provided in Addendum B.

The Lexington-Fayette Urban County Government will have full time access to all key personnel and executive management team at AssetWorks LLC for the duration of this project.

### **CHRISTOPHER KRIER, PARTNERSHIP MANAGER**

Christopher Krier, Regional Director, is the designated Partnership Manager will view the project from the client's perspective and make sure that AssetWorks LLC always acts in the interest of the client. The Partnership Manager has the authority to make decisions and command resources beyond the project at hand. The goal is to establish loyalty and build a long-term, successful relationship through diligence in project execution and communication.

### **JUSTIN DEEM, REGIONAL MANAGER/FIELD MANAGER**

Justin is a Regional Manager and is a Marshall & Swift certified Senior Appraiser with AssetWorks LLC who has been serving our clients since 2003. Justin manages a team of 5 full time appraisers in the central region of the United States. Justin's role for this project will be field manager to oversee the project execution, scheduling, and timely delivery of all field inspections.

**MELVIN NGAYAN, REGIONAL MANAGER/FIELD MANAGER**

Mel is a Regional Manager and is a Marshall & Swift certified Senior Appraiser with AssetWorks LLC who has been serving our clients since 1997. Mel earned his degree in environmental engineering from Penn State University and brings a vast knowledge of water and wastewater utility buildings and structures. Mel manages a team of 5 full time appraisers in the eastern regional of the United States. Mel has been the project manager for the North Carolina Association of County Commissioners for the past 8 years.

**AssetWorks LLC Office Locations**

AssetWorks LLC has over 20 offices nationwide. For the purposes of this engagement, regional, local and remote offices throughout the United States will be utilized for completion of this project. Staff and support from the following offices will service the Lexington-Fayette Urban County Government:

**AssetWorks LLC-Pittsburgh, PA**

168 Industry Drive  
Pittsburgh PA 15275  
michael.borello@assetworks.com  
Phone: 1-877-809-0600 x 1324

**ASSETWORKS LLC-SOUTHAMPTON, PA**

101 Lakeside Drive  
Southampton PA 18966  
Phone: 1-800-876-0363 x 1356  
christopher.krier@assetworks.com

**AssetWorks LLC-Austin, TX**

50000 Plaza on the Lake, #315  
Austin, TX 78746  
christian.gutierrez@assetworks.com  
Phone: 800-876-0363 x 1177

**EXPERIENCE & REFERENCES**

AssetWorks LLC retains our current clients by way of our commitment, quality control, communication, and timely delivery of reports. Our professional staff takes an active role in enhancing the benefits of our clients by participating and attending our clients' annual meetings and seminars, preparing articles and newsletters highlighting the benefits of current property valuations, and welcome the opportunity to sponsor events. We suggest that to better assess the quality of our work and distinctly high levels of communication, that you contact the following references.

For your convenience, we have included clients where Assetworks has performed appraisal services and also clients where appraisal services and AMP software have been implemented in tandem.

<b>Appraisal Clients</b>	<b>Appraisal Services and Software Clients</b>
<p><b>State of South Carolina Insurance Reserve Fund</b>            Contact: Anne Macon Smith, Risk Manager            Phone: (803) 737-0020            Email: <a href="mailto:aflynn@irf.sc.gov">aflynn@irf.sc.gov</a></p> <p><b>New Jersey Utilities Authority</b>            Contact: Cate Kiernan, Vice President (PERMA)            Phone: (201) 518-7031            Email: <a href="mailto:catek@permainc.com">catek@permainc.com</a></p> <p><b>Joint Insurance Funds of New Jersey</b>            Contact: Paul Forlenza, Senior Account Manager            Phone: (856) 446-9137            Email: <a href="mailto:paul.forlenza@ajg.com">paul.forlenza@ajg.com</a></p> <p><b>City of Dothan</b>            Contact: Trampas Gougler, Safety Officer            Phone: (334) 615-3420            Email: <a href="mailto:tgougler@dothan.org">tgougler@dothan.org</a></p> <p><b>North Carolina Association of County Commissioners</b>            Contact: Charlie Eaton, Deputy Director            Phone: (919) 719-1124            Email: <a href="mailto:charlie.eaton@ncacc.org">charlie.eaton@ncacc.org</a></p> <p><b>Preferred Governmental Insurance Trust</b>            Contact: Kevin Meehan, Vice President            Phone: (321) 832-1505            Email: <a href="mailto:kmeehan@publicrisk.com">kmeehan@publicrisk.com</a></p>	<p><b>State of South Carolina Insurance Reserve Fund</b>            Contact: Ann Macon Smith, Risk Manager            Phone: (803) 737-0020            Email: <a href="mailto:aflynn@irf.sc.gov">aflynn@irf.sc.gov</a></p> <p><b>South Carolina School Boards Insurance Trust</b>            Contact: Steve Mann, Director of Insurance Services            Phone: (803) 799-6607            Email: <a href="mailto:smann@scsba.org">smann@scsba.org</a></p> <p><b>Self-Insured Schools of California</b>            Contact: Robert Kretzmer, Director            Phone: (661) 636-4709            Email: <a href="mailto:rokretzmer@kern.org">rokretzmer@kern.org</a></p> <p><b>Nevada Public Agency Insurance Pool</b>            Contact: Wayne Carlson, Executive Director            Phone: (775) 885-7475            Email: <a href="mailto:waynecarlson@poolpact.com">waynecarlson@poolpact.com</a></p> <p><b>Public Risk Insurance Agency</b>            Contact: Paul Dawson, Senior Vice President            Phone: (386) 239-4045            Email: <a href="mailto:pdawson@bbpria.com">pdawson@bbpria.com</a></p> <p><b>North Carolina Association of County Commissioners</b>            Contact: Michael Kelly, Risk Management Director            Phone: (919) 719-1124            Email: <a href="mailto:michael.kelly@ncacc.org">michael.kelly@ncacc.org</a></p> <p><b>Delaware Valley Insurance Trusts</b>            Contact: Peter Erndwein, Director of Risk Control            Phone: (215) 706-0101            Email: <a href="mailto:perndwein@dvit.com">perndwein@dvit.com</a></p>

### III. PROJECT SCOPE & APPROACH

#### Project Scope

The focus of our proposed services is to provide current insurable values and property underwriting data of Lexington-Fayette Urban County Government insured property. AssetWorks LLC services will result in current insurable values, enhanced COPE data, proof-of-loss documentation, as well as the basis for underwriting and insurance premiums. Our services will be performed in accordance with industry-wide appraisal standards (USPAP – Uniform Standards of Professional Appraisal Practice).

#### Project Plan Development

The core of success in a property appraisal project begins on the front-end, and by way of dialogue, a truly customized project plan is developed to meet the specifications and needs of the Lexington-Fayette Urban County Government. Our approach is not a template and is catered towards not only client requests but by way of our experience and expertise to bring innovative solutions and accurate valuations to the table.

#### Client Expectations

AssetWorks LLC believes that clients retain our services with the expectation that AssetWorks LLC staff, as paid professionals and consultants, will perform the necessary tasks with the highest level of industry professionals to successfully complete the project on time. We do view our clients as active participants and anticipate their assistance with project announcement, member contact list and access to all sites. A comprehensive project management document will be utilized to communicate with the Lexington-Fayette Urban County Government.

#### Client Communication

Weekly communication is maintained with the client through phone call updates and a project status log. The status log will provide a picture of members completed, members scheduled, total building count and status of draft reports. A sample project status log is below and this is costumed to each client’s needs based on the initial kick-off meeting:

Field Status	Member Name	Site Visit Scheduled Date	Site Visit Start Date	Site Visit End Date	SOV Building Counts	Actual Buildings Appraised	Preliminary Reports Date	Final Reports Date
Complete	Daniel Town	05/27/13	06/03/13	06/03/13	2	2	06/26/13	07/11/13
Complete	Hideout Town	05/27/13	06/03/13	06/03/13	1	1	06/26/13	07/11/13
Complete	Tabby Valley Parks & Rec SSD	05/27/13	06/03/13	06/03/13	1	7	06/26/13	08/12/13
Complete	Duchesne Mosquito Abatement District	05/27/13	06/03/13	06/03/13	1	5	06/26/13	08/12/13
Complete	Uintah Care Center	05/27/13	06/03/13	06/03/13	1	6	06/26/13	08/08/13



In addition to the weekly status log, three quarterly meetings will be scheduled with Lexington-Fayette Urban County Government to discuss inspection, scheduling, activities and other needs as related to the contracted services.

#### **IV. APPRAISAL SERVICES & PROCEDURES**

The buildings/structures subject to our survey will be carefully inspected and measured. Professional AssetWorks LLC's appraisers will independently calculate the square foot area of each building appraised through the review of "as-built" blueprints or physically measuring each building. Building photographs will be prepared for each structure to become part of our proof-of-loss documentation, in addition to assisting with the valuation efforts. A description for each building will be developed and recorded, depicting construction type and materials utilized.

The basis for valuations of each building lie in the data recorded while onsite. Each building will be physically inspected and a description for each building will be developed and recorded, depicting primary Construction, Occupancy, Protection and Exposure (COPE) data to be included on the insured property as it is related to property loss prevention and valuation. **Construction** details will include: building wall, floor and roof material, dates of construction, building dimensions, total square footage. **Occupancy** details will include general building use. **Protection** details include sprinkler systems, fire detection and alarm systems. **Exposure** details include our observation of interior and exterior hazard exposures.

#### ***Primary Construction, Occupancy, Protection, and Exposure (COPE) data includes:***

- Address
- Client Name
- Division Name
- Location Name
- Cost of Replacement
- Digital Photos
- Occupancies
- Year Built/Year Acquired
- ISO Classification
- Gross Square Footage
- Story Height
- Number of Stories
- Perimeter
- Roof Pitch
- Roof Material
- Exterior Wall Type
- Ceiling Finish
- Heating
- Cooling
- Plumbing
- Intrusion System
- Fire Protection System
- Elevators
- Basement Area (finished, unfinished)
- GPS Coordinates
- Diagram

### ***Secondary COPE Data Collection, Catastrophe Modeling Data, and RMS Classifications***

Due to the fact that data modeling continues to be a major influence on the pricing of retailer's property programs, basic COPE data is not enough to guarantee the best pricing. Many retailers are adding secondary data to their submissions in order to get favorable underwriting evaluations. The most commonly used catastrophe modeling program used by brokers and underwriters is the RMS (Risk Management Solutions) program. AssetWorks appraisers can assist in gathering a number of these secondary characteristics in the specific format used by the RMS program to include the following:

- Nearest Ocean/Gulf Distance
- Year of Last Electrical Upgrade
- Year of Last Plumbing Upgrade
- Year of Last HVAC Upgrade
- Year of Last Roof Upgrade
- Year of Last Building Code Upgrade
- Year of Last Wind/Seismic Upgrade
- Contents Rate Grade
- Roof Framing Type
- Roof Covering
- Roof Age/Condition
- Roof Geometry
- Roof Parapets/Chimneys
- Roof Anchor (most likely estimated)
- Commercial Appurtenant Structures
- Wind Tier/Hazard Zone
- Roof Sheathing Attachment (most likely estimated)
- Flashing and Coping Quality
- Wind Missiles
- Contents Vulnerability Due to Wind
- Roof Maintenance
- Cladding Type
- Residential Appurtenant Structures
- Mechanical/Electrical Equipment (Side of Building)
- Ground Level Equipment
- Opening Protection
- Resistance – Doors
- Flood Protection
- Construction Quality
- Basement
- Frame-Found Connection
- Contents Vulnerability Due to Water
- Roof Equipment Hurricane Bracing
- Tree Density

During the office valuation portion of the engagement, property exclusions (those items not typically covered by an insurance policy) will be segregated to properly report the site preparation and excavation, footings and foundations, and a portion of plumbing costs (below grade).

AssetWorks LLC understands underwriters' demands specific to the reinsurance markets and the ever evolving changes to CAT modeling data collection. At the Lexington-Fayette Urban County Government's request, AssetWorks LLC will add, remove, or change data elements as requested.

Excluded from the appraisal is land, licensed vehicles, fine arts, intangible assets and property below \$50,000 in value.

### ***CONSTRUCTION/ISO CLASSIFICATION***

ISO classes 1-6, as defined by the Commercial Fire Rating Schedule (CFRS) will be record defined in terms of the Marshall and Swift construction classes as follows:

### **Contents-Modeling Approach**

Content values will be included based on a “modeling” approach that was developed to meet the valuation needs of public entities without the extensive time required for a detailed inventory. AssetWorks LLC utilizes computer models of more than 100 building occupancies and their contents. A field inspection of each building is conducted and the building’s contents will be identified. We then estimate the value of contents in a particular building by taking a square foot equipment index of a like facility and applying it to the calculated area of the building. Content values may adjust to account for variations in density and quality of equipment present

### **Insurable Land Improvements**

Insurable Land Improvements outside of a building and particular to a parcel of land will be inventoried and valued as part of the standard building appraisal. Included are assets such as parking lots, fencing, outside lighting, park benches, signage and flagpoles, etc.

Additionally, infrastructure assets, i.e., traffic signals, street lighting, parking meters, water/sewer lines, etc., can be added to the report at no additional charge if a complete listing in Excel is supplied by the member. If that information is not readily available and Assetworks is required to capture this data as part of our field study, infrastructure research fees will apply.

### **Building Diagrams**

AssetWorks will provide a one dimensional drawing of each structure that illustrates the exterior footprint of the building or multiple buildings at each site. The site image can be very beneficial at sites with a large quantity of structures spread across a large area. This provides for quick identification of buildings for reoccurring needs ranging from loss control and identification to points of reference for site employees.

### **Historical Buildings**

Buildings registered as historical with the National Trust of Historic Preservation will be valued based on reproduction cost which will include identifying and appraising components of the subject building, utilizing a segregated cost approach to determine valuations on material that is like-kind as well as function. Specialty attributes will be taken into consideration and valued in terms of reproduction as it relates to the subject building.

### **Water/Sewer Treatment Facilities**

AssetWorks LLC’s approach to valuing water/sewer treatment facilities are performed on an itemized building and/or by process basis. The fieldwork should begin with a meeting between the project team and the plant manager or other delegate.

The following is verified:

- Available blueprints/site map/processing summary info
- Plant accessibility and available working time
- Chaperone requirements and other safety requirements

Additional information on specific structures/equipment does not necessarily need to be discussed at the initial meeting but at minimum would be obtained prior to the conclusion of fieldwork. This would include:

- 1) Plant design capacity – measured in “million gallon capacity per day treated” MGD
- 2) Plant original construction date
- 3) Plant addition dates
- 4) Drawings for original and additional (architectural drawings”
- 5) Plant flow diagram (used to establish numbering scheme)
- 6) Any “contractors cost breakdowns” for construction – (original or additions)
- 7) Area to work from and be able to utilize drawings

Ideally, the plant walk-through will be done after the plan review since the availability of blueprints or other information will determine which structures need to be physically measured. The plans may also provide info on the construction class, other building features and processing equipment.

Process piping (underground) is typically excluded from property schedules for insurance purposes; however, it is optional to include these assets as an individual land improvement entry.

Common processes and structures analyzed and included are:

- Headworks ( Influent Pump Station)
- Clarifiers (Primary, Intermediate, Secondary)
- Aeration Tanks/Ponds/Basins
- Gravity Thickeners/Dewatering Buildings / Belt Presses
- Digesters
- Filters (Trickling, Biological, UV... etc.)
- Sludge Drying Beds/Lagoons/Incinerators
- Laboratories
- Ozone Structures
- Chlorine Contact Structures
- Blower Buildings
- Pump Stations / Equipment Galleries

**\*Key details are recorded for these specialty structures for valuations, as follows:**

**Electrical Substation Equipment**

- Substation Capacity
- Circuit Breaker Quantity, Type, Capacity
- Transformers, Quantity, Type, Capacity
- Structures (Control, Dead-Man, Other)
- Control Panel Details
- Accessory Equipment Details

**Reservoirs & Water Containment Structures**

- Type(concrete/steel/above-ground/in-ground)
- Capacity
- Construction Date & Cost

**Pump Houses, Lift Stations, Wells, etc.**

- Structure type, size/depth, services, & features
- Itemized equipment (type, capacity)

It is important to note for contents modeling of water and sewer treatment facilities, AssetWorks LLC has completed inventories for several utility authorities around the country and we have provided cost data on the various types of equipment that pertain specifically to these types of buildings/structures (ie: pumps, motors, MCC/VFD, process piping, ozone equipment (if applicable), clarifier arms, drive mechanisms, sludge filter presses, chemical tanks/feed pumps, and emergency generators). This inventory data will be used to calculate the modeling of contents for this project.

**V. Property Appraisals Schedule**

AssetWorks' automated approach and depth of experienced staff qualify us to complete all phases of this project to meet the timing requirements of the Lexington-Fayette Urban County Government. Upon receipt of your authorization, AssetWorks will arrange a mutually agreeable schedule for the project planning meeting and our on-site inspections.

The current workload within the Asset Services Division allows for the dedication of 100 percent of the project team time allocated to Lexington-Fayette Urban County Government project.



**Cost of Reproduction New** (*National Trust Historical Buildings*) is the amount required to reproduce a duplicate or replica of the entire property at one time in like kind and materials, in accordance with current market prices for materials, labor and manufactured equipment, contractor's overhead, profit, and fees, but with no provisions for overtime, bonuses for labor, or premiums for material

**Insurance Exclusion** is a provision in an insurance contract describing property, or types of property, that are not covered by an insurance policy. Based upon a review of current policy specifics, we identify the items to be excluded under terms of the policy. The insurance exclusion amount is deducted from replacement cost to arrive at an insurable value, specific to each structure.

***In determining replacement cost new, AssetWorks typically does not consider costs associated with demolition of property, debris removal, or partial loss into our analysis. Partial losses can be proportionately higher than replacement cost due to substantial repair and renovation costs that are generally associated with this scenario.***

## **VII. DELIVERABLES**

### ***Certification Letter***

Certified appraisal reports are bound in an easy-to-read format. AssetWorks LLC will provide a set of insurance summary and insurance detail reports. The certified appraisal report will include the Letter of Certification, which will:

- a) Identify the property appraised
- b) State the purpose of the appraisal
- c) Specify the appraisal date
- d) Define the level of value sought and the premise of value employed
- e) Describe the nature of the property included and excluded
- f) Discuss the appraisal investigation
- g) Indicate the factual data considered
- h) Present the conclusions of value
- i) Outline the qualifying and limiting conditions
- j) Include the signature of an authorized officer of the company

### ***Preliminary Reports***

Draft Summary and detail reports will be sent via email in .pdf format for review. Upon approval, AssetWorks LLC will then prepare and deliver final reports in electronic and hard-copy format. *Preliminary reports will also include a "Variance Report", comparing old values to new, providing an added tool for analysis.*

### ***Final Reports (Sample Reports follows)***

AssetWorks will provide Lexington-Fayette Urban County Government with 3 written hard copy reports as well as an electronic data file (SOV). This data file will include all building features, and values that are displayed on our building detail report. The data will be provided to you in a format that can be sorted and edited by you to populate and update your current software system. Your reports will include:

- 1) Certification Letter
- 2) Insurance Summary & Detail
- 3) Variance Report (compares reported value to appraised value)
- 4) Excel File of Reports Data
- 5) PDF Files of all Hard Copy Reports





**Insurance Detail Report** – Provides detail information on a per building basis. This report includes, but is not limited to the following:

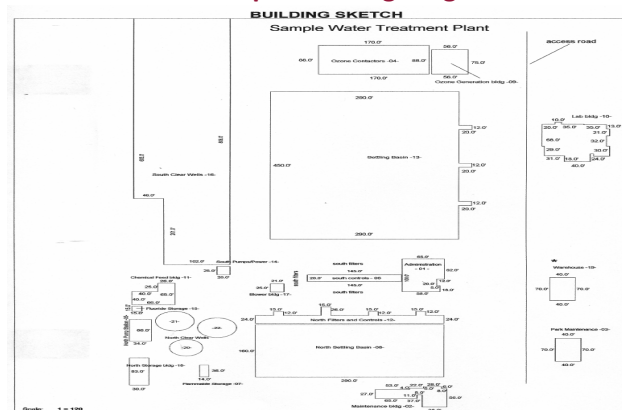
- |   |                          |
|---|--------------------------|
| 1) Site Name                                      | 7) Square Feet           |
| 2) Building Name                                  | 8) Narrative Description |
| 3) Building Address                               | 9) COPE Data (Primary)   |
| 4) Occupancy and/or function of facility or bldg. | 10) Replacement Cost New |
| 5) Construction/ISO Classification                | 11) Exclusion Amount     |
| 6) Year Built                                     | 12) Content Value        |

**Sample Insurance Detail Report**

04/17/2008 DB03X		Demonstration Risk Pool Building Detail Report		As of: 04/30/2008 Page: 1	
<b>Entity:</b>	001	SAMPLE RISK POOL			
<b>Site:</b>	002	DEMONSTRATION ELEMENTARY SCHOOL			
<b>Building:</b>	01	ELEMENTARY SCHOOL 200 ANY STREET ANY CITY, US 00000			
<b>Department:</b>	2008	2008 APPRAISAL			
<b>Year Built:</b>	2000	<b>Year Acquired:</b>	2000		
<b>Nbr. of Stories:</b>	1	<b>Square Footage:</b>	91,539		
<b>Basement:</b>	NO	<b>Adds/Renovations:</b>	NO		
<b>Occupancy:</b>	SES	SCHOOL - ELEMENTARY			
<b>Frame Type:</b>	ST	STEEL			
<b>ISO Class:</b>	4	MASONRY NON COMBUSTIBLE			
<b>GPS Latitude:</b>	34°57.867N				
<b>GPS Longitude:</b>	081°14.340W				
<b>Flood Zone:</b>	X				
<b>Fire Protection:</b>	INTRUSION SYSTEM FIRE ALARM - MANUAL FIRE ALARM - AUTOMATIC SPRINKLER SYSTEM (100%)				
<b>GENERAL BUILDING CHARACTERISTICS</b>					
<b>Exterior Walls:</b>	DECORATIVE CONCRETE BLOCK, BRICK ON MASONRY				
<b>Roofing:</b>	90% METAL - MEDIUM PITCH, 10% MEMBRANE - FLAT				
<b>Foundation:</b>	CONCRETE SLAB ON GROUND, CONCRETE FOOTING FOUNDATION				
<b>Floor Finish:</b>	CARPETING, VINYL				
<b>Ceiling Finish:</b>	ACOUSTICAL, DRYWALL				
<b>Partitions:</b>	CONCRETE BLOCK, DRYWALL/STUDS				
<b>Services:</b>			<b>Features:</b>		
ELECTRICAL			BUILT-INS (CABINETS, LOCKERS, BOOKCASES)		
PLUMBING			COVERED ENTRANCE WAY		
HEATING/AIR CONDITIONING (HEAT PUMP)			COVERED WALKWAY		
UNIT HEATERS			BACKUP GENERATOR		
AIR CONDITIONING - UNIT			EXTERIOR SECURITY LIGHTING		
			SECURITY CAMERA SYSTEM		
			ROOF REPLACED - 2004		
			ROOF STRAPS - YES		
<b>Notes:</b>	AVERAGE WALL HEIGHT = 14' PERIMETER WALL LENGTH = 2,886 LF				
<b>VALUATION CONCLUSIONS</b>					
<b>Replacement Cost New:</b>				13,313,700	
<b>Exclusion Amount:</b>				798,870	
<b>Replacement Cost Less Exclusions:</b>				12,514,830	
<b>Contents Value:</b>				1,688,900	
<b>Property In The Open:</b>				120,000	
<b>Total Insurable Replacement Cost:</b>				14,323,730	



**Sample Building Diagram**



## **VIII. OPTIONAL SERVICES**

### ***Annual Update Service***

Upon completion of appraisal, detailed trend factors will be applied via AMP-Property Management Program on an annual basis.

The trend factors used are developed based on a variety of factors including the Consumer Price Index, the Marshall & Swift Valuation Guide, the Handy-Whitman Index, and the increase/decrease in the cost of materials, technology equipment advancement, etc.

## **AMP Overview**



### **Property Risk Management Web-Application**

AssetWorks understands the importance and benefits of having a single comprehensive property database available for property marketing and placement, loss control, claims management, catastrophe modeling, and annual updating of values. We also realize that establishing initial values is important, but the key to a successful appraisal program is the ability to manage the ever changing underwriting data requirements and consistently perpetuate all insurable values. Our industry knowledge and hands on experience assisting our clients with their varied risk data needs has pushed AssetWorks towards the development of a comprehensive risk data management solution.

With various levels of user access, approval processes and a complete audit trail, AMP users can be confident in the integrity of their data. Features include:

- ⊗ Fast, reliable and easy access to data
- ⊗ Secure authentication, data encryption and user log for accountability
- ⊗ Support for an unlimited number of users with multiple levels access permission
- ⊗ Property insurance reporting and valuation management tools
- ⊗ Primary and Secondary C.O.P.E. data tracking
- ⊗ Reports to assist with data conversion for catastrophe modeling, proof-of-loss documentation and the insurance renewal process
- ⊗ User-friendly design with intuitive workflows and multiple user defined fields
- ⊗ Data import and export capabilities

Being a web-based, software as a service solution, AMP provides users with significant advantages over client-server or stand-alone software solutions:

- ⊗ Approved users have access to the same data in real-time via the internet.
- ⊗ With no additional hardware or software required, AMP eliminates the need for a large capital outlay generally associated with software purchases.
- ⊗ Help desk support, upgrades and product updates are handled by AssetWorks without requiring additional IT resources or downtime.
- ⊗ Data is managed in an enterprise-class data center with best-of-breed intrusion protection, full disaster recovery, and backup procedures.

*Annual AMP fees include 24-hour access to AMP, unlimited help desk support, and all system maintenance.*

## STRUCTURAL HIERARCHY

We have developed a structural hierarchy that meets the unique needs of the LFUCG as follows:

- **ENTITY** (LFUCG)
  - **SITE** (Campus/Physical Address)
    - **BUILDING** (Individual Structure)
      - **LOCATION/ROOM** (Within a building)

## ADMINISTRATIVE FEATURES

- **Organization Administration**  
Easy to use functionality for *Organization* setup and maintenance. Enable administrative features including, activate *Organization* and de-activate *Organization*. Allows multiple levels of security options to manage entity property schedules at the administration level.
- **Security**  
User and role security setup.

**AMP**  
ASSET MANAGEMENT PLATFORM

Home Property Risk Reports Contacts Users **Admin** Setup

Admin Sidebar

- Entity
- Organization
- Site
- Profiles**
- Valuation Review
- Pending Assets Review
- Import Data
- Lookup Editor
- Class Editor

Profiles Tasks

Create

Q-  Go Actions ▾

View/Edit	Profile Name
	Developer
	System Admin
	Read Only
	Broker
	Pool Administrator
	Risk Manager
	Property Manager

➤ Inactive Profiles

- **User Specific Work Desk**  
Work desk administration setup for all users. Users have the ability to deploy work desk functions based on user roles.

**PROPERTY DATA MANAGEMENT**

- **Property Tracking**  
Tracking of property information for insurance, adaptable to changing insurance industry and LFUCG requirements.
- **Insurance Data Tracking**  
The ability to track multiple individual *Organizations* under the *Entity*..
- **Property Additions/Disposals & Update Processes**  
Notifications for any or all property additions/disposals and updates to be approved by the system administrator.
- **Building Components**  
Manage and track critical building components (both primary and secondary) to provide underwriters with the most detailed and accurate data they need to establish insurance premiums using industry standard catastrophe modeling programs.



Home **Property Risk** Reports Contacts Users Admin

**Property Risk Sidebar**

- Organizations
- Sites
- Buildings**
- Property In the Open

**Property Risk Tasks**

- Deactivate
- Edit Valuations
- Create


Asset Number: 001001001

Category: 300 - BUILDINGS  
 Class: 3000 - BUILDINGS  
 Status: Active  
 Organization: 001 - SAMPLE ORGANIZATION  
 Site: 001 - SAMPLE SITE  
 Building Number: 001  
 Building Name: ADMINISTRATION BUILDING  
 Appraisal Date: 04/01/2011  
 Appraised By: ASSETWORKS

--- Physical Location ---  
 Address 1: 1 MAIN STREET  
 Address 2:  
 Zip Code: 10002  
 City: NEW YORK  
 State: NEW YORK  
 County: NEW YORK  
 Latitude: 40.713037  
 Longitude: -74.005127  
 Department:  
 Person Responsible:

--- Basic Attributes ---  
 Acquisition Date: 01/01/1988  
 Condition: E - EXCELLENT  
 Construction Year: 1988  
 Total Sq. Ft.: 96000  
 Basement Sq. Ft.: 12000  
 Number of Stories: 7  
 Assignable Sq. Ft.: 96000  
 Flood Zone: X  
 Occupancy: SCHH - CITY HALL  
 Frame Type: ST - STEEL  
 ISO Code: 4 - MASONRY NON-COMBUSTIBLE

Notes



As Of Date: 04/01/2012

Replacement Cost New	\$ 96,000,000.00
Cost Per Sq.Ft.	\$ 1,000.00
Exclusion Amount	\$ 5,760,000.00
Exclusion %	6%
Replacement Cost New Less Exclusions	\$ 90,240,000.00
Actual Cash Value	\$ 24,000,000.00
Actual Cash Value Exclusion Amount	\$ 1,440,000.00
Actual Cash Value Less Exclusions	\$ 22,560,000.00
Estimated Contents Value	\$ 9,600,000.00
Estimated Property In the Open Value	\$ 12,000,000.00
Estimated EDP Value	\$ 0



Home **Property Risk** Reports Contacts Users Admin Setup

Property Risk Sidebar  
 Organizations  
 Sites  
**Buildings**  
 Property in the Open

Property Risk Tasks  
 Deactivate  
 Edit Valuations  
 Create

Q-  Go Actions ▾

**Building Attributes**

Fire Protection 1	FAA - FIRE ALARM - AUTOMATIC	Roofing Type 1	D - BUILT-UP SMOOTH
Fire Protection 2	FAM - FIRE ALARM - MANUAL	Roofing Type 2	A - METAL
Fire Protection 3	SS - SPRINKLER SYSTEM	Roof Pitch 1	F - FLAT
Fire Protection 4	VS - VIDEO SURVAILANCE	Roof Pitch 2	L - LOW (1/2-4/12)
Ceiling Type 1	A - ACOUSTICAL	Roof Shape 1	FL - FLAT
Ceiling Type 2	C - DRYWALL	Roof Shape 2	PY - PYRAMID
Exterior Walls 1	Q - STONE ON MASONRY	Partitions 1	AB - CONCRETE BLOCK/PLASTER
Exterior Walls 2	S - NATIVE STONE	Partitions 2	EF - STUCCO ON CONCRETE BLOCK
Flooring Type 1	F - WOOD	Foundation Type 1	1 - CONCRETE FOUNDATION WALLS
Flooring Type 2	G - MARBLE	Foundation Type 2	3 - CONCRETE FOOTING FOUNDATION
Perimeter (Linear Feet)	2200	Average Story Height (Feet)	16

[Edit Building Attributes](#)

**Secondary Attributes - General**

-- Fire & Water --

Fire Hydrant Distance 2000 Feet  
 Fire Department Distance 4000 Feet  
 Nearest Ocean/Gulf Distance 1.5 Miles

-- Upgrades --

Year of Last Electrical Upgrade 2009  
 Year of Last Plumbing Upgrade 2008  
 Year of Last HVAC Upgrade 2010  
 Year of Last Roof Upgrade 2000

[Edit General Attributes](#)

**Secondary Attributes - Windstorm**

Roof Framing Type	2 - HEAVY STEEL FRAME	Cladding Type	1 - REINFORCED MASONRY OR CONCRETE
Roof Covering	4 - BUILT UP ROOF	Architecture Elements	4 - SKYLIGHTS WITH COVERS
Roof Age	3 - TEN YEARS OR MORE	Mechanical And Electrical (Building Side)	2 - GENERALLY BRACED
Roof Geometry	5 - GABLE ROOF LOW PITCH (<10°)	Mechanical And Electrical (Ground Level)	3 - GENERALLY UNPROTECTED
Roof Parapets	1 - PRESENCE OF PARAPETS (GREATER THAN 3 FT)	Wind Resistance - Windows	5 - NO SHUTTER
Roof Straps	2 - YES	Wind Resistance - Doors	3 - NOT DESIGNED FOR WIND PROTECTION
Roof Ornamentation	3 - HEAVY ORNAMENTATION	Flood Protection	1 - YES

[Edit Windstorm Attributes](#)

**Secondary Attributes - Seismic**

Setbacks & Overhangs 2 - YES  
 Cladding Type 2 - GLASS OR PRECAST CONCRETE  
 External Ornamentation 3 - HEAVY ORNAMENTATION  
 Pounding 2 - YES  
 Rooftop Tank 1 - NO  
 Shape Configuration 2 - IRREGULAR  
 Building Exterior 1 - LESS THAN 50% OF WALL OPEN

[Edit Seismic Attributes](#)

**Secondary Attributes - Services & Features**

-- Features --

Option 1	B - PASSENGER ELEVATOR	Option 1	A - ELECTRICAL
Option 2	D - LOADING DOCK	Option 2	B - PLUMBING
Option 3	G - BUILT-INS (CABINETS, LOCKERS, BOOKCASES)	Option 3	C1 - HEATING - CENTRAL (HOT WATER)
Option 4	M - AUTO DOOR OPENERS	Option 4	D5 - AIR CONDITIONING - EVAPORATIVE COOLER
Option 5	N - BALCONY	Option 5	CD - HEATING/AIR CONDITIONING (HEAT PUMP)
Option 6	R - ROOF TOP STRUCTURE	Option 6	Y - +10% ROOF OVERHANG
Option 7	V - RAILINGS		
Option 8	Z - BACKUP GENERATOR		

Memo

[Edit Services & Features Attributes](#)



- **Data Exchange**

Basic importing and exporting of asset and table data in comma-delimited (CSV) and text formats.



Home Property Risk Reports Contacts Users **Admin** Setup

Admin Sidebar

- Entity
- Organization
- Site
- Profiles
- Valuation Review
- Pending Assets Review
- Import Data**
- Lookup Editor
- Class Editor

Import List

View/Edit	Import Type	Description
	Building Attributes Import	Adds/Updates standard attributes for an existing building.
	Building General Import	Adds/Updates general data for existing buildings.
	Building Import	Adds/Updates building assets.
	Building Seismic Import	Adds/Updates seismic data for existing buildings.
	Building Services Import	Adds/Updates services and features data for existing buildings.
	Building Windstorm Import	Adds/Updates windstorm data for existing buildings.
	Contact Import	Adds/Updates contact-related data. Adds a primary org/site association for the contact.
	Contact-Organization Association Import	Adds/Updates contact-related data. Adds multiple org/site associations for the contact.
	Image Import	
	Organization Import	Adds/Updates organization-related data and its associated physical address info.
	Site Import	Adds/Updates site-related info.

1 - 11

- **Web Links**

Google maps (Geocoding), GIS and Flood zone mapping (at the building level). These can be added to regions of the Entity, Organization, Site and Building view.

Home **Property Risk** Reports Contacts Users Admin

Property Risk Sidebar

- Organizations
- Sites
- Buildings**
- Property In the Open

Property Risk Tasks

- Deactivate
- Edit Valuations
- Create

Building Attributes

Fire Protection 1 FAA - FIRE ALARM - AUTOMATIC Roofing Type 1 D - BUILT-UP SMOOTH

Fire Protection 2 FAM - FIRE ALARM

Fire Protection 3 SS - SPRINKLER SY

Fire Protection 4 VS - VIDEO SURVAL

Ceiling Type 1 A - ACOUSTICAL

Ceiling Type 2 C - DRYWALL

Exterior Walls 1 Q - STONE ON MASH

Exterior Walls 2 S - NATIVE STONE

Flooring Type 1 F - WOOD

Flooring Type 2 G - MARBLE

Perimeter (Linear Feet) 2200

Edit Building Attributes

Secondary Attributes - General

-- Fire & Water --

Fire Hydrant Distance 2000 Feet

Fire Department Distance 4000 Feet

Nearest Ocean/Gulf Distance 1.5 Miles

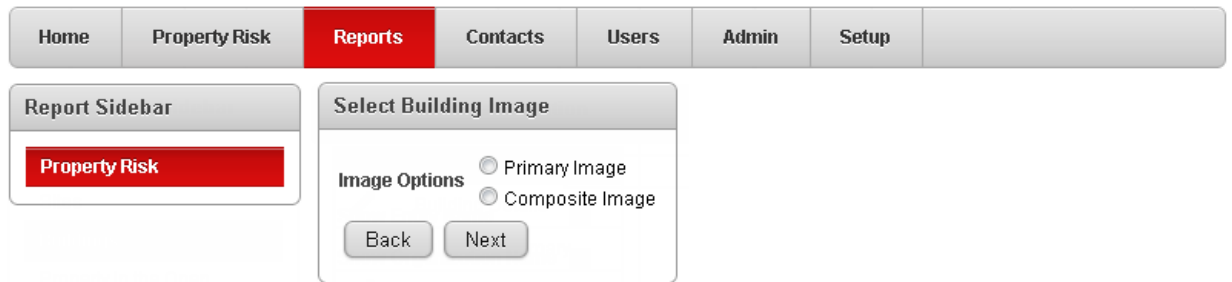
-- Upgrades --

Year of Last Electrical Upgrade 2009

Year of Last Plumbing Upgrade 2008



- **Document Repository Management**  
Add the ability to assign forms and documentation to individual properties.
- **Image Repository Management**  
Add the ability to assign image files at the asset level.



## **ADVANCED QUERIES & REPORTING**

**Advanced Query and Ad-Hoc Reporting** - Interactive report regions enable end users to customize reports. Users can alter the layout of report data by selecting columns, applying filters, highlighting, and sorting. Users can also define breaks, aggregations, charts, group bys, and add their own computations. Users can also set up a subscription so that an HTML version of the report will be emailed to them at a designated interval. Users can create multiple variations of a report and save them as named reports, for either public or private viewing. All fields available in AMP can be reported on and include all primary and secondary COPE data elements.

The screenshot displays the AssetWORKS Property Risk report interface. At the top, there is a navigation menu with 'Property Risk' selected. Below the menu, there is a search bar with the query 'Status != 'Inactive'' and a 'Go' button. The main content area shows a table of organizations with columns for 'View/Edit', 'Organization Number', 'Organization Name', and 'Status'. The table lists 15 organizations, all with a status of 'Active'. To the right of the table, an 'Actions' dropdown menu is open, showing various options: 'Select Columns', 'Filter', 'Rows Per Page', 'Format', 'Flashback', 'Save Report', 'Reset', 'Help', and 'Download'. A secondary menu is also visible on the right side of the 'Actions' dropdown, showing options like 'Sort', 'Control Break', 'Highlight', 'Compute', 'Aggregate', 'Chart', and 'Group By'.

View/Edit	Organization Number	Organization Name	Status
	001	AIKEN CSD	Active
	002	ANDERSON CSD #4	Active
	003	DARLINGTON CSD	Active
	004	CHESTERFIELD CSD	Active
	005	WILLIAMSBURG CSD	Active
	006	ACADEMY OF TEACHING AND LEARNING	Active
	014	FLORENCE CSD #1	Active
	015	FLORENCE CSD #2	Active
	016	GREENWOOD CSD #52	Active
	017	LEXINGTON CSD #2	Active
	018	RICHLAND CSD #1	Active
	019	SPARTANBURG CSD #1	Active
	024	CHARLESTON CSD	Active
	025	PICKENS CSD	Active
	027	YORK CSD #3 (ROCK HILL)	Active

- **Select Columns** – This feature is used to select the columns/fields that will display on the report.
- **Filter** - Focuses the report by adding or modifying the WHERE clause on the query. You can filter on a column or by row.
- **Rows Per Page** - Sets the number of records to display per page.
- **Sort** - Used to change the columns to sort on and determines whether to sort in ascending or descending order.
- **Control Break** - Used to create a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.
- **Highlight** - Enables you to define a filter. The rows that meet the filter criteria display as highlighted using the characteristics associated with the filter
- **Compute** - Enables you to add computed columns to your report.
- **Aggregate** - Aggregates are mathematical computations performed against a column.
  - **Aggregation** enables you to select a previously defined aggregation to edit.
  - **Function** is the function to be performed (for example, SUM, MIN)
  - **Column** is used to select the column to apply the mathematical function to. Only numeric columns display.
- **Chart** - You can define one chart per saved report. Chart formats include bar graphs, pie charts, and line charts.
- **Group By** - You can define one Group By report per saved report. Once defined, you can switch between the group by and report views using links below the Search bar.

- **Flashback** - A flashback query enables you to view the data as it existed at a previous point in time.

#### **Save queries to reports for future use**

- **Save Report** - Saves the customized report for future use. You provide a name and optional description and can make the report accessible to other users.
- **Reset** - Resets the report back to the default settings, removing any customizations that you have made.

#### **Download queries to Excel, .pdf or HTML formats**

- **Download** - Enables the current result set to be downloaded.

#### **Standard AMP Reports**

The following reports come standard with AMP Risk and are available in real time (24/7/365) when logged into the system.

- **Building Summary Report**
- **Class List Report**
- **Entity Summary Report**
- **Organization Summary Report**
- **Site Summary Report**
- **Building Details Report (Sample below)**

04/07/2014

SOUTH CAROLINA SCHOOL BOARDS INSURANCE TRUST  
 LEXINGTON CSD #2  
 Insurance Detail by Entity

As Of: 04/07/2014  
 Page: 107

**Asset Number:** 02101901  
**Organization:** 017 LEXINGTON CSD #2  
**Site:** 019 AIRPORT HIGH SCHOOL  
**Building:** 01 AIRPORT HIGH SCHOOL  
 1315 BOSTON AVENUE  
 WEST COLUMBIA, SC 29170

**Department:**  
**Built/Acquired:** 1958/1958 **Inspection Date:** 10/17/2013  
**No. Stories:** 1 **Total Sq. Ft.:** 182227  
**Basement:** NO **Basement Sq. Ft.:** 0  
**Flood Zone:** X **Condition:** GOOD  
**Occupancy:** 25 Education (K-12, Daycare, Nursery, and other elementary education)  
**Frame Type:** ST STEEL  
**ISO Construction Class:** ISO4 Masonry Non Combustible- ISO FIRE 4  
**ISO Fire Protection Class:**  
**GPS Lat & Long:** 33.951467N 81.10435W  
**Fire Protection:** INTRUSION SYSTEM, FIRE ALARM - AUTOMATIC  
 FIRE ALARM - MANUAL



**Building Secondary Attributes**

**Exterior Walls:** BRICK ON MASONRY, BRICK ON CONCRETE BLOCK  
**Roofing Type:** BUILT-UP TAR & GRAVEL, BUILT-UP SMOOTH  
**Roofing Pitch:** FLAT,  
**Roofing Shape:** FLAT,  
**Flooring Type:** CERAMIC TILE, VINYL  
**Ceiling Type:** ACOUSTICAL, NONE  
**Partitions:** CONCRETE BLOCK, DRYWALL/STUDS  
**Foundation Type:** CONCRETE SLAB ON GROUND, CONCRETE FOOTING FOUNDATION  
**Perimeter:** 4916  
**Avg Story Height:** 12

**Services**

AIR CONDITIONING - ROOFTOP  
 HEATING - ROOFTOP  
 PLUMBING  
 ELECTRICAL

**Features**

WALK-IN FREEZER  
 WALK-IN COOLER  
 BUILT-IN SEATING  
 LOADING DOCK

**General Attributes**

Fire Hydrant Dist  
 Fire Dept Dist  
 Nearest Ocean  
 Contents Rate Grade

Moderately da

**Valuation Conclusions**

As Of Date	11/30/2013	Valuation Source	Manual
Replacement Cost New	22,745,600.00	Total Insurable Value	25,572,100.00
Exclusion Amount	1,364,700.00		
RCN Less Exclusions	21,380,900.00		
Modeled Contents Value	4,191,200.00		

**PROPERTY IN THE OPEN**

Home **Property Risk** Reports Contacts Admin

**Property Risk Sidebar**

District  
 Site  
 Building  
**Property in the Open**  
 Licensed Vehicle  
 Movable Equipment

**Property Risk Tasks**

Deactivate  
 Edit Valuations  
 Create  
 Clone Asset

**Asset Number\*** 021019PIT0019  
**Alternate Tag**  
**Class\*** 2000 - LAND IMPROVEMENTS  
**Category\*** 200-PROPERTY IN THE OPEN  
**Status\*** Active  
**District\*** 021 - LEXINGTON CSD #2  
**Site** 019 - AIRPORT HIGH SCHOOL  
**Description\*** TENNIS COURT PROPERTY IN THE  
**Inspection Date\*** 10/17/2013  
**Inspected By\*** JUSTIN DEEM  
**Notes**  
**Department**  
**Person Responsible**  
**Construction Year\*** 1999  
**Acquisition Date\***  
**Condition\*** A - AVERAGE  
**Quantity\*** 1  
**Ownership**  
**Is Insured**



Valuation Source 4 - Trend Statement of Value

As Of Date	12/31/2014
Replacement Cost New	\$ 489,900.00
Replacement Cost Per Unit	\$ 489,900.00
Replacement Cost Exclusion Amount	\$ 0.00
Actual Cash Value	\$ 428,662.50
Actual Cash Value Cost Per Unit	\$ 428,662.50



### **Software Implementation Summary**

AssetWorks will complete the implementation of the AMP Property Risk Management Module for the Oklahoma Municipal Assurance Group as follows:

#### **Database Setup, Buildings Conversion & Testing**

1. AssetWorks will work with the LFUCG to determine and build all necessary tables within the AMP system. This will include but is not limited to the identification of all site and building numbers, departments, contacts, user roles and security, asset classifications, funds, etc...
2. AssetWorks will work with the LFUCG to successfully convert all building data from the existing MS Access database to the AMP system.
3. The LFUCG will have the opportunity to test the database and provide approval before going live with the system.
4. GO LIVE

**IX. FEES AND AUTHORIZATION PAGE**

Please return a copy of this executed agreement to the attention of the undersigned via fax at 215-354-1086 and the original mailed back to this office. All professional fees outlined below are in US Dollars and include out-of-pocket expenses. The TOTAL investment is as follows:

		Initial Here
<b><u>2015 Standard AssetWorks Appraisal and AMP Software Application</u></b>		
<b>Estimated Total– 424 Structures:</b>	<b>\$52,000</b>	_____

Above estimated structure count is based on the supplied property schedule in the RFP. Additional buildings found subsequent to the supplied list are subject to a fee of \$115 per building.

**AMP Software Maintenance and Support (Renewal):** \$1,800/Year \_\_\_\_\_

- o *Includes annual trends of all property data.*
- o *The "Site License" and annual hosting, maintenance and support provides the LFUCG with an unlimited number of concurrent users and an unlimited number of assets in the database.*
- o *The above fees do not include the development/implementation costs for any system interfaces or optional AMP modules.*
- o *A detailed report of expenses will be provided and billed upon completion of on-site training.*
- o *Upon acceptance of the above fees, AssetWorks will provide the LFUCG with our standard software agreement for review and authorization.*

RESPECTFULLY OFFERED BY:

ACCEPTED BY:

**AssetWorks**

**Lexington-Fayette Urban County Government**



Christopher Krier  
Regional Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Addendum A-Terms & Conditions

- 1) AssetWorks LLC shall provide guidance to Lexington-Fayette Urban County Government in determining the data required for purposes of the contemplated services. Lexington-Fayette Urban County Government further agrees to provide all data specifically requested, including documentation and information to AssetWorks LLC in a timely manner. AssetWorks LLC shall assume without incurring liability therefore, that all data so provided is correct and complete.
- 2) In the event that Lexington-Fayette Urban County Government provides additional and/or corrected data, documentation and information at a later date, AssetWorks LLC's efforts with respect to such additional and/or corrected data, documentation and information shall be deemed additional services and compensated in addition to the fees set forth herein based on applicable hours, professional fees and expenses.
- 3) Lexington-Fayette Urban County Government acknowledges project completion upon delivery of final reports. Final report delivery occurs only upon either acceptance of the preliminary reports data by Lexington-Fayette Urban County Government or upon the passing of the two-week (10 business days) period of time after preliminary report delivery, whichever comes first.
- 4) To the extent a claim is not covered by the required insurance, each party agrees that each party's total liability for any and all damages whatsoever arising out of or in any way related to this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the total amount of this Agreement. To the extent a claim is covered by the required insurance, each party's total liability will be limited to the amount of required insurance.
- 5) Lexington-Fayette Urban County Government and AssetWorks LLC shall each retain ownership of, and all right, title and interest in and to, their respective pre-existing Intellectual Property, and no license therein, whether express or implied, is granted by this Agreement or as a result of the Services performed hereunder. To the extent the parties wish to grant to the other rights or interests in pre-existing Intellectual Property, separate license agreements on mutually acceptable terms will be executed.
- 6) AssetWorks LLC will invoice each Lexington-Fayette Urban County Government based on number of buildings inspected and preliminary reports delivered. Invoices are due within 30 days of receipt, and past due amounts may be subject to late fees of 1½ percent per month.
- 7) AssetWorks LLC will specifically exclude the following assets types from our study: Intangible assets, easements, rights of way, records, drawings, software, fine arts, consumables, spare parts and property of third parties

Lexington-Fayette Urban County Government  
Property Appraisal Services for Insurance Placement and  
Risk Management Purposes  
November 18, 2015



**EXCEPTIONS**

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**

AssetWorks has reviewed the terms in RFP#52-2015. If awarded the opportunity, AssetWorks would request the opportunity to negotiate a mutually agreed contract containing all relevant terms for its products and services consistent with the Customer Terms and with AssetWorks' response.

**PROPRIETARY**



Lexington-Fayette Urban County Government  
Property Appraisal Services for Insurance Placement and  
Risk Management Purposes  
November 18, 2015



## **Addendum B-Professional Qualifications**

PROFESSIONAL PROFILE



**Christopher Krier**  
*Director, Appraisal Division*

**Professional Affiliations**

Associate Member:  
Risk Insurance Management  
Society  
(RIMS)

Associate Member:  
University Risk Management and  
Insurance Association  
(URMIA)

Member:  
National Property  
Management Association  
(NPMA)

Associate Member:  
Public Risk Insurance Manager  
(PRIMA)

Associate Member:  
State Risk and Insurance  
Management Association

Christopher Krier is a Director with AssetWorks LLC responsible for business development, project management, budgetary control, and direct client liaison. His extensive valuation consulting experience spans over 12 years in the appraisal industry with a focus on property insurance and financial reporting requirements. His primary responsibilities include marketing of services, preparation and presentation of proposed services, negotiation of contracts for services and client follow-up throughout the duration and beyond completion of a project.

Chris' valuation services have included the planning, management, budgetary control and execution of numerous property appraisal projects. Chris has presented at numerous national and regional conferences on topics of property management reporting, insurance valuations, and innovative software solutions for the appraisal industry.

Chris possesses significant technical expertise in the procedures and methodologies used to value machinery & equipment, buildings & building services, infrastructure, land improvements, and land parcels. He possesses a practical knowledge and understanding of Generally Accepted Accounting Principles (GAAP); Government Accounting, Auditing, and Financial Reporting (GAAFR); Governmental Accounting Standards Board Statement 34/35 (GASB 34/35); and various other audit concerns related to capital asset reporting. Mr. Krier is also experienced in providing insurance placement and proof-of-loss information to our clients to assist in addressing their insurance reporting needs.

**Representative Clients Served:**

- South Carolina School Boards Insurance Trust
- North Carolina Association of County Commissioners
- State of West Virginia (BRIM)
- Atlantic County Joint Insurance Fund
- Burlington County Joint Insurance Fund
- Tri-County Joint Insurance Fund
- New Jersey Utility Authority Joint Insurance Fund
- Preferred Governmental Insurance Trust
- Delaware Valley Insurance Trust
- New York Schools Insurance Reciprocal
- New York Municipal Insurance Reciprocal
- Baltimore City Public Schools
- City of Detroit
- Atlanta Public Schools
- Public Risk Insurance Agency (PRIA)
- Suburban Essex Joint Insurance Fund

PROFESSIONAL PROFILE



*Innovative Solutions. Accurate Valuations*

**Professional Affiliations**

American Society of Appraisers -  
Associate Member  
USPAP – Uniform Standards of  
Professional Appraisal Practice  
Certification  
Marshall & Swift Commercial  
Building Appraiser Certified

**Education**

Pennsylvania State University  
Environmental Engineering, BS

**Field Experience**

12 Years of Onsite Appraisals

**Property Focus**

Machinery & Technical Specialties  
Buildings & Structures  
Land & Improvements

**Valuations Focus**

Replacement Cost New  
Reproduction Cost New  
Fair Market Value  
Historical Costs for GASB 34



**Melvin Ngayan**  
*Regional Manager*  
*Southampton, Pennsylvania*

Mr. Ngayan is a Regional Manager with AssetWorks and has been serving our clients since 1997. His tenure at AssetWorks has included the planning, management, and execution of numerous capital asset cost accounting studies and property appraisal projects for municipalities, county governments, and other public sector entities. As a Lead Appraiser, Mr. Ngayan's responsibilities included the training and management of appraisal staff in the Eastern Region as well as the task of managing large and complex projects.

Mr. Ngayan possesses significant technical expertise in the procedures and methodologies used to value machinery & equipment, buildings & building services, infrastructure, land improvements, and land parcels. He possesses a practical knowledge and understanding of Generally Accepted Accounting Principles (GAAP); Government Accounting, Auditing, and Financial Reporting (GAAFR); Governmental Accounting Standards Board Statement 34 (GASB 34); and various other audit concerns related to capital asset reporting. Mr. Ngayan is also experienced in providing insurance replacement and proof-of-loss information to our clients to assist in addressing their insurance reporting needs.

Mr. Ngayan has participated in a variety of internal continuing education seminars specific to property valuation and cost accounting. He has completed a GASB-34 Technical Consulting Program, which addressed the capital asset reporting requirements of GASB-34. This enables him to offer key consulting insight to assist our clients with numerous issues associated with GASB-34 reporting requirements.

Mr. Ngayan also has significant experience appraising architecturally unique and historical buildings.

A sampling of projects Mr. Ngayan has managed or worked on includes:

- City of Detroit (including Detroit Water and Sewer Dept), MI
- Federal Government Utility Authority
- Baltimore City Public School System
- Hoboken Board of Education, NJ
- Orange City Board of Education, NJ
- Easton Area School District, PA
- North Babylon Union Free School District, NY
- Atlantic County Joint Insurance Fund, NJ
- Burlington County Joint Insurance Fund, NJ
- Tri-County Joint Insurance Fund, NJ
- North Carolina Association of County Commissioners, NC
- City of Lancaster, PA
- Atlantic County Utilities Authority, NJ

PROFESSIONAL PROFILE



*Innovative Solutions. Accurate Valuations*

**Justin Deem**  
*Program Manager*  
*Pittsburgh, Pennsylvania*

Mr. Deem is a staff appraiser with AssetWorks and has been serving our clients since 2003. His tenure at AssetWorks has included the execution of capital asset cost accounting studies for public sector entities.

Since joining AssetWorks, Mr. Deem has technical experience in the procedures and methodologies used to value machinery & equipment, buildings & building services, infrastructure, land improvements, and land parcels. As a staff appraiser, he possesses a practical knowledge and understanding of Generally Accepted Accounting Principles (GAAP); Government Accounting, Auditing, and Financial Reporting (GAAFR); Governmental Accounting Standards Board Statement 34 (GASB 34); and various other audit concerns related to capital asset reporting.

**Education**

Bethany College

**Field Experience**

8 Years of Onsite Appraisals

**Property Focus**

Machinery & Technical Specialties  
Buildings & Structures  
Land & Improvements

**Valuations Focus**

Replacement Cost New  
Reproduction Cost New  
Fair Market Value  
Historical Costs for GASB 34

A sampling of projects Mr. Deem has managed or worked on includes:

- Atlanta Public Schools, Georgia
- South Carolina School Boards Insurance Trust, South Carolina
- Madison Consolidated Schools, Indiana
- McKeesport Area School District, Pennsylvania
- Lee County, Florida
- Seminole County, Florida
- New Hampshire Public Risk Management Exchange (PRIMEX)