



**MEMORANDUM**  
**ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
County of Placer

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Approve Change Order No. 2 with M&R Valuation Services, Inc. dba HVS Consulting & Valuation

DATE: May 17, 2016

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**ACTION REQUESTED**

Approve Change Order No. 2 to Contract No. KN021134 with M&R Valuation Services, Inc., dba HVS Consulting & Valuation of San Francisco, CA extending the contract date from July 1, 2016 through June 30, 2017 related to resolving pending resort property ownership changes and anticipated assessment appeals; and

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The Placer County Assessor's Office has retained the professional organization, HVS Consulting & Valuation (Consultant), to assist with research, analysis and value work related to a specific high-end hotel within Placer County.

The Assessor's Office needs the services of a certified appraiser to conduct in-depth appraisals of high-valued commercial properties throughout the County on an as-needed basis. These services are required when a property owner challenges the amount of property tax assessed by the County. In order for the County to respond to such a challenge, it is essential that an independent and thorough assessment be performed.

The Consultant, with expertise in the hotel and resort field, will conduct research and lend technical expertise for at least two (2) resort property ownership changes. It is expected that their services will be used for additional unique, high-dollar appeals that could impact the County.

Therefore, your Board's approval is required to approve the change order and extend the contract for the period of July 1, 2016 through June 30, 2017.

**FISCAL IMPACT**

Upon your Board's approval, the Assessor's Office contract with HVS Consulting & Valuation will be extended to July 1, 2017. There will be no fiscal impact to the General Fund.

cc: Kristen Spears, County Assessor  
Pamela Cummings, Senior Administrative Services Officer

