



PROPERTY APPRAISAL AND
MANAGEMENT CONSULTING

May 21, 2025

Teddy J. Faust, Jr., Revenue Commissioner
Baldwin County
1705 U.S. Hwy 31 S.
Bay Minette, AL 36507

Dear Mr. Faust,

J.F. Ryan Associates, Inc. is pleased to submit this updated/revised professional services contract proposal for commercial and industrial mass appraisal services.

Background: The original scope of work for J.F. Ryan Associates was to provide support for preliminary commercial/industrial information gathering activities and related valuation development support. Over the past several months, our work has resulted in the identification of substantial additional needs to properly support needed the valuation of commercial/industrial real property. The growth in Baldwin County has been extensive over the past several years and requires a dedicated team of appraisal professionals to manage data collection, valuation, and appeals.

- Review Baldwin County's (the county) existing valuation systems and procedures for commercial/industrial/personal property mass appraisal work.
- Recommend enhancements and additions to either valuation systems and/or procedures as needed.
- Train field staff in data collection of property attributes and valuation methodologies.
- Develop project milestones for implementing market value assessments.
- Review the production reports completed by the county and compare the results to the project milestones as noted above.
- Conduct on-site and remote (Teams) meetings as necessary to gain full understanding of the County's progress in complying with project milestones.
- Review the work completed by the county appraisers including on-site field review of valuation data maintained on the county computer systems.
- Maintain confidentiality of work papers and any taxpayer submitted documents.
- Provide expert commercial valuation advisory services for complex industrial property.

The proposed monthly breakdown and budget is set forth below:



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Date	Hours	Travel
Jun-25	35	\$2,000
Jul-25	20	
Aug-25	20	
Sep-25	30	\$2,000
Oct-25	15	
Nov-25	15	
Dec-25	30	\$2,000
Jan-26	45	\$2,000
Feb-26	45	\$2,000
Mar-26	30	
Apr-26	45	\$2,000
May-26	30	
Jun-26	45	\$2,000
Jul-26	30	
Aug-26	45	\$2,000
Sep-26	30	
Total Hours	510	
	\$153,000	\$16,000
	Total:	\$169,000

Professional service time is projected at 510 hours for a total of \$153,000 with a related total travel expense for on-site support of \$16,000. Therefore, the total cost is \$169,000.

We look forward to working with you and your staff on this project. Please don't hesitate to contact me with any questions via the phone number noted below.

A handwritten signature in blue ink, reading 'John F. Ryan'.

John F. Ryan, CAE
978-462-0036