

Lisa A. Hobart, CAE, PPS, FIAAO, ASA
1585 Emmons
Birmingham, MI 48009
[**LHobart59@comcast.net**](mailto:LHobart59@comcast.net)
248.703.6834

To: Teddy Faust, Revenue Commissioner
C: Wanda Gautney, Purchasing Director
Date: May 20, 2025
Re: Revision to Professional Services Contract

The following identifies the scope of work for a Commercial/Industrial (C/I) professional services contract for Lisa A. Hobart, LLC. The C/I contract is in addition to the Personal Property Consultant Services contract.

Introduction: The original scope of work was for Personal Property Consultant Services. Over the past several months, work needed in the area of Commercial/Industrial Real Property has been identified. 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.

Revised Scope of Work: In addition to on-going Personal Property Consultant Services, Lisa A. Hobart, LLC will:

- 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.

Revised Cost for both Personal Property and Real Property Consulting Services:

Lisa A. Hobart, LLC			
Date	Hours	Travel	
25-May	15		
25-Jun	15	\$2,600	
25-Jul	10		
25-Aug	10		
25-Sep	10	\$2,600	
Totals	60	\$5,200	
25-Oct	10		
25-Nov	10		
25-Dec	20	\$2,600	
26-Jan	20		
26-Feb	20	\$2,600	
26-Mar	20		
26-Apr	20		
26-May	20		
26-Jun	20		
26-Jul	20		
26-Aug	25	\$2,600	
26-Sep	20		
Totals	225	\$7,800	
TOTALS	285	\$13,000	

The hourly rate is \$200, which is the same as the rate for the Personal Property Consulting Contract. The total hours for the Commercial/Industrial contract is 285 hours @ \$200 per hour = \$57,000. Total travel costs are estimated at \$13,000. Therefore, the total Commercial/Industrial contract is projected to be \$70,000.

Please do not hesitate to contact me with any questions.

Sincerely,



Lisa A. Hobart, CAE, PPS, FIAAO, ASA